DOCUMENT RESUME

ED 179 218 IR 007 880

TITLE Manual of General Searching Procedures.
INSTITUTION Cornell Univ., Ithaca, N.Y. Univ. Libraries
PUB DATE 79
NOTE 87p.

EDRS PRICE MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS *Academic Libraries; Bibliographies; *Books; Information Retrieval; *Library Acquisition; Library Networks; Manuals; On Line Systems; *Search Strategies
IDENTIFIERS Cornell University NY

ABSTRACT

A training and reference tool for searchers in the Preorder Section of Cornell's Olin Library Acquisitions Department, this manual establishes the rationale for searching operations and includes illustrations as well as detailed explanations of searching procedures and problems. The information given applies only to the searching of monographs, and does not cover problems which are unique to Cornell's Latin America, Southeast Asia, or Slavic programs. Major sections include general information about Cornell's library system, and provide specific guidelines pertaining to Library of Congress depository cards, order forms, request cards and flyers, multi-volume sets theses, replacements, series, bibliographies, book-in-hand searching, and editing order forms for keypunch. The procedures discussed reflect the fact that Cornell has its own in-house automated acquisitions system as well as the use of OCLC terminals. A glossary of terms frequently used in the department is provided. (FM)

**********
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
**********

ED179218

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

# MANUAL of GENERAL SEARCHING PROCEDURES

"PERMISSION TO REPRODUCE THIS MATERIAL IN MICROFICHE ONLY HAS BEEN GRANTED BY

Louis E. Martin

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

Cornell University Libraries
Acquisitions Department
Ithaca, New York
1979

IR007880

## INTRODUCTION

This manual is intended to serve as a reinforcement and reference tool for searchers in the Preorder Section of the Olin Library Acquisitions Department. It is also meant to supplement the verbal instructions given to new searchers in the Department. The manual was compiled between January and August 1977 as an independent study project for the Syracuse University School of Information Studies under the supervision of Hendrik Edelman, the former Assistant Director for the Development of Collections, Cornell University Libraries, and Professor Pauline Atherton, Syracuse University School of Information Studies. The information given applies only to the searching of monographs, not serials, and does not cover problems which are unique to each of the Latin American, Southeast Asia or Slavic programs.

The Acquisitions Department, the Serials Department, and the Catalog Department make up the Central Technical Services of the Cornell University Libraries and are responsible for acquiring and cataloging material which has been selected for the John M. Olin Library and the following campus libraries: Africana, Business and Public Administration, Engineering, Fine Arts, Industrial and Labor Relations, Mathematics, Music, Physical Sciences, and Undergraduate. The Assistant Director for the Development of Collections has the overall responsibility for the selection of material, in consultation with bibliographers, department heads, departmental librarians, and special committees.

The Acquisitions Department is responsible for searching and ordering all monographs; in addition, it processes claims, cancellations, receipt and payment of invoices for monographs.

Within the Acquisitions Department there are three major sections involved in the searching process: the Preorder Search Section, the Continuations Section, and the Gifts and Exchange Section. The Preorder Search Section does both preorder and precatalog searching of outgoing orders, and some book-in-hand searching. The Continuations Section does the searching and recordkeeping for multi-volume works, monographic series and blanket orders. The Gifts and Exchange Section searches and disposes of materials received as gifts, handles exchange programs with other institutions, and organizes book sales.

There are four categories of orders which the preorder searchers handle:

1. Library of Congress Title II cards for titles which have been selected by the Assistant Director for the Development of Collections and other librarians.

2. Order forms prepared in the departmental libraries and special collections for titles which have been selected from various sources at the disposal of the librarians.

3. Publishers' flyers which are reviewed and funded by the Assistant Director for the Development of Collections. Flyers are occasionally searched for the various departmental libraries.

4. Request cards which are received almost daily from faculty, staff, students, and other patrons of the libraries at Cornell.

The reasons for preorder and precatalog searching are as follows:

1. To determine, if possible, the correct main entry, title, and imprint of the book which is to be ordered, and to find out whether the book is part of a series.

2. To find out if the book is already in the collection, or on order.

3. To determine if another edition of the book, with the same or similar title, is in the collection or on order.

4. To determine the availability of the book (Is it in print? Is there a reprint available?).

A system of checkmarks is used to indicate what is found in searching. It is a rigid system because the searching must be intelligible to all revisers and catalogers.

This manual is divided into sections, the first giving general information about the library system at Cornell and about the Acquisitions Department. For each of the categories of outgoing orders there is a section which describes specific searching procedures. Naturally, these procedures reflect the fact that Cornell has its own in-house automated acquisitions system as well as the use of OCLC terminals. Other sections describe types of searching problems, the bibliographies used for verification, and a glossary of terms frequently used in the Department.

The manual was compiled by Jean A. Meier, and edited by Sarah C. Brewer and Christian Boissonnas. For their help with this project, acknowledgments go to Pauline Atherton, Hendrik Edelman, Susan Livingston, Ryburn M. Ross, Mary Lee Xancó, Siri Reeve, Winona Tyler, Donna Simpson, and Cindy Gration.

TABLE OF CONTENTS


| | Page |
|---|---|
| INTRODUCTION | i |
| TABLE OF CONTENTS | iii |
| PART I: GENERAL INFORMATION | I.1-17 |
| Library Abbreviations | I.2 |
| Order Form | I.3 |
| Catalog Cards | I.6 |
| Author main entry | I.6 |
| Added entry | I.7 |
| Title main entry | I.8 |
| Added author/title cards | I.8 |
| Brief Filing Rules | I.9 |
| CUL | I.9 |
| OC | I.10 |
| STL | I.10 |
| Standard List of Abbreviations | I.11 |
| List of Fund Numbers | I.12 |
| PART II: LIBRARY OF CONGRESS DEPOSITORY CARDS | II.1-18 |
| Entry Rules for Personal Author | II.1 |
| Searching CUL | II.1 |
| Searching OC | II.4 |
| Searching STL | II.5 |
| Flowchart | II.8 |
| Editor/Compiler Entries | II.9 |
| Title Main Entries | II.10 |
| Corporate Author Main Entries | II.10 |
| Conference and Symposia | II.12 |
| Exhibition Catalogs | II.15 |
| PART III: ORDER FORMS | III.1-2 |
| Searching Order Forms | III.1 |
| Rules for Verification | III.1 |
| University Press Books | III.2 |
| PART IV: REQUEST CARDS/FLYERS | IV.1-4 |
| Requests | IV.1 |
| Flyers | IV.3 |
| PART V: MULTI-VOLS | V.1-5 |
| Types of Multi-vols | V.1 |
| Searching Multi-vols | V.4 |
| Searching CUL | V.4 |
| Searching STL | V.4 |
| PART VI: THESES | VI.1-2 |
| PART VII: REPLACEMENTS | VII.1-3 |
| Searching | VII.1 |
| Technical and Non-technical Replacements | VII.2 |
| Reprint Catalogs | VII.3 |


continued...

Table of Contents (continued)


| | Page |
|---|---|
| PART VIII: SERIES | VIII.1-3 |
| Series Searching | VIII.1 |
| Author Series | VIII.2 |
| PART IX: BIBLIOGRAPHIES | IX.1-11 |
| Searching NUC | IX.2-3 |
| OCLC Searching | IX.3 |
| English Language Bibliographies | IX.5 |
| Germanic Language Bibliographies | IX.7 |
| Romance Language Bibliographies | IX.9 |
| PART X: BOOK-IN-HAND SEARCHING | X.1-6 |
| Re-searches | X.1 |
| Re-search under | X.1 |
| Search | X.1 |
| Pull | X.1 |
| Search Completely | X.2 |
| Special Problems | X.2 |
| Bound-withs | X.2 |
| Imprint date | X.3 |
| Choice of entry | X.3 |
| Unbindables | X.3 |
| Partially Analyzed Serials | X.6 |
| PART XI: EDITING ORDER FORMS FOR KEYPUNCH | XI.1-5 |
| Author Main Entry | XI.1 |
| Personal author | XI.1 |
| Dates | XI.1 |
| Corporate author | XI.2 |
| Titles | XI.2 |
| Titles Main Entry | XI.2 |
| Author/Title Entries | XI.2 |
| Imprint | XI.3 |
| Place of publication | XI.3 |
| Publisher | XI.3 |
| Date | XI.3 |
| Series | XI.4 |
| Circling | XI.5 |
| Catalog/item | XI.5 |
| Edition/volume | XI.5 |
| Area | XI.5 |
| Other | XI.5 |
| PART XII: GLOSSARY | XII.1-4 |

# PART I

## GENERAL INFORMATION

The abbreviations used by Technical Services for those libraries for which it does the searching, ordering, and cataloging are:

| | |
|---|---|
| AFR. | Africana |
| BPA | Business and Public Administration |
| ENGR. | Engineering |
| FAL | Fine Arts, formerly Architecture |
| ILR | Industrial and Labor Relations |
| MATH. | Mathematics |
| MUSIC | Music |
| PHYS. SCI. | Physical Sciences, formerly Physics, Chemistry |
| UL | Undergraduate, also known as Uris, formerly Goldwin Smith. |

The abbreviations for the departments and collections within Olin Library for which searching is done are:

| | |
|---|---|
| BIBLIO. | Bibliography |
| HIST. SCI. | History of Science |
| ICL. | Icelandic |
| MAPS | Maps |
| RARE | Rare Books |
| REF. | Reference |
| WASON | Wason |

Within Rare Books and History of Science there are several collections. In Rare Books, some of these collections are: Dante, French Revolution, Kipling, Locked Press, Nathan, Petrarch, Roosevelt, Shaw, Slavery, Witchcraft, and Wordsworth. History of Science includes Adelmann, Hollister, and Lavoisier.

The card catalog in Olin shows the holdings of all the libraries on campus. Several of the libraries handle their own acquisitions and cataloging. Their holdings are also given in the Olin catalog. The major ones with their abbreviations are:

| | |
|---|---|
| HOTEL | Hotel |
| LAW | Law |
| MANN | Mann, Agriculture, Home Economics |
| VET | Veterinary |

See pp. I.2 and I.3 for a complete list of the collections and their locations.

# LOCATION MARKS USED IN THE MAIN DICTIONARY CATALOG

Location marks above the call numbers on the catalog cards show in which libraries on the campus or in which special collections in the Olin Library books and other materials may be found. Books in the general stacks of the Olin Library have no location mark above the call number.

Location marks may appear in various combinations, such as MAPS/WASCN, MANN/Thesis, or ILR/Film. In most cases the first mark designates the location. However, an exception to this rule occurs for microform materials that are parts of special collections in the Olin Library, but that are located in the Department of Maps, Microtexts, & Newspapers. These have combined location marks such as ICELAND/Film or WASCN/Microfiche.

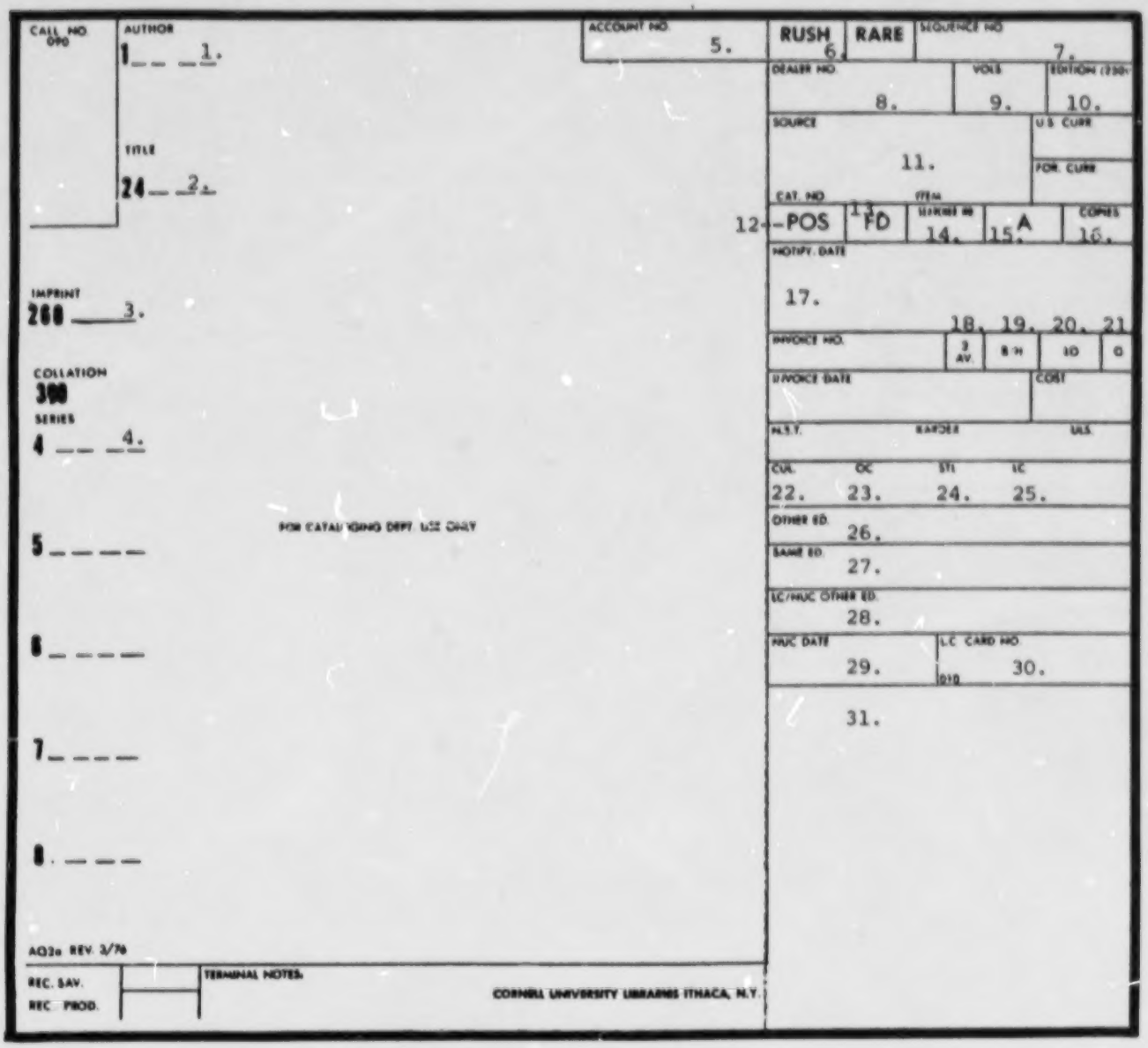
The most frequently used location marks are:

| LOCATION MARK | LIBRARY/DEPARTMENT | BUILDING LOCATION |
|---|---|---|
| ADELMANN | History of Science Collections | Olin Library (Room 215) |
| AFRICANA | Africana Library | Africana Stud. & Res. Ctr. |
| Agriculture, or (A) | Albert R. Mann Library | Mann Library |
| Ag. Econ. | Albert R. Mann Library | Mann Library |
| arU - arZ | Circulation Desk | Olin Library |
| Architecture, or Arch. | Fine Arts Library | Sibley Hall |
| ARCHIVES | Dept. of Mss. & Univ. Archives | Olin Library (Room 101) |
| BPA | Business & Public Admin. Library | Malott Hall |
| Barton | Military Science Library | Olin Library Ref. Desk |
| BILLIO, or Bibliography | Reference Dept. | Olin Library |
| Business | Business & Public Admin. Library | Malott Hall |
| C.U. / C.U.F. | Dept. of Mss. & Univ. Archives | Olin Library (Room 101) |
| CLASSICS, or Classics Seminar | Olin Library | Olin Library (Room 605) |
| CORNELLIANA | Undergraduate Library | Uris Library |
| Chemistry, or Chem. | Physical Sciences Library | Clark Hall |
| DANTE | Dept. of Rare Books | Olin Library |
| ENGR, Engineering, or Eng. | Engineering Library | Carpenter Hall |
| ENT, Entomology, or Ent. Dept. | Entomology Library | Comstock Hall |
| Film | Dept. of Maps, Microtexts, & Newspapers | Olin Library, Lower Level |
| FINE ART | Fine Arts Library | Sibley Hall |
| Flower Library | Veterinary Library | Schurman Hall |
| FR REV, or French Revolution | Dept. of Rare Books | Olin Library |
| Geology | Geological Sciences Library | Kimball Hall (Room 208) |
| Goldwin Smith | Undergraduate Library | Uris Library |
| HRAF | Human Relations Area Files | Uris Library |
| HART | Hart Collection | Olin Library (Room 304 & adjacent stack area) |
| HIST SCI, or History of Science | History of Science Collections | Olin Library (Room 215) |
| Hollister | History of Science Collections | Olin Library (Room 215) |
| Home Economics, or Home Ec. | Albert R. Mann Library | Mann Library |
| HOTEL | Hotel Admin. Library | Statler Hall |

| LOCATION MARK | LIBRARY / DEPARTMENT | BUILDING LOCATION |
|---|---|---|
| ICELAND, or Ic (as part of call no.) | Icelandic Collection | Olin Library (Room 217) |
| ILR, or Ind. & Labor Rel. | Industrial & Labor Relations Library | Ives Hall |
| KIPLING | Dept. of Rare Books | Olin Library |
| LAVOISIER | History of Science Collections | Olin Library (Room 215) |
| LAW | Law Library | Myron Taylor Hall |
| LIM CIRC, or Lim. C. | Circulation Desk | Olin Library |
| Locked Press | Dept. of Rare Books | Olin Library |
| Locked Press WA | Circulation Desk | Olin Library |
| MANN | Albert R. Mann Library | Mann Library |
| MAP, or MAPS | Dept. of Maps, Microtexts & Newspapers | Olin Library, Lower Level |
| MATH, Mathematics, or Math Dept. | Mathematics Library | White Hall |
| Med. Coll. | Albert R. Mann Library | Mann Library |
| Microcard, Microfiche, or Microprint | Dept. of Maps, Microtexts & Newspapers | Olin Library, Lower Level |
| MSS | Dept. of Rare Books | Olin Library |
| MUSIC | Music Library | Lincoln Hall |
| NATHAN | Dept. of Rare Books | Olin Library |
| NUTR, or Nutrition | Nutrition Library | Savage Hall |
| ORNITH | Ornithology Library | Ornithology Laboratory |
| PETRARCH | Dept. of Rare Books | Olin Library |
| PHYS SCI, Physical sciences, Physics, or Phys. Dept. | Physical Sciences Library | Clark Hall |
| RARE | Dept. of Rare Books | Olin Library |
| Rare--Classification Q, R, S & T | History of Science Collections | Olin Library (Room 215) |
| REF, or Reference | Reference Dept. | Olin Library |
| Regional History | Dept. of Mss. & Univ. Archives | Olin Library (Room 101) |
| Risley | Risley College Library | Risley Residential College |
| Roosevelt | Dept. of Rare Books | Olin Library |
| SHAW | Dept. of Rare Books | Olin Library |
| Sibley | Engineering Library | Carpenter Hall |
| SLAVERY | Dept. of Rare Books | Olin Library |
| Stimson | Albert R. Mann Library | Mann Library |
| Thesis ;followed by LC call no.; | Olin Library | Olin Library |
| Thesis ;followed immediately by year; | Circulation Desk | Olin Library |
| Thesis/Film | Dept. of Maps, Microtexts & Newspapers | Olin Library, Lower Level |
| UNDERGR, or Undergraduate Library | Undergraduate Library | Uris Library |
| Uris Library Listening Rooms | Listening Rooms | Uris Library |
| Vault | Dept. of Rare Books | Olin Library |
| VET, Veterinary, or Vet. Coll. | Veterinary Library | Schurman Hall |
| WASON | Wason Collection | Olin Library |
| WITCHCRAFT | Dept. of Rare Books | Olin Library |
| WORDSWORTH | Dept. of Rare Books | Olin Library |
| Zoology | Albert R. Mann Library | Mann Library |
| Zoology Locked Case | History of Science Collections | Olin Library (Room 215) |

Order Form

The Order Form (often referred to as the AQ-II) is a four-part form used to place an order for a monograph. Record your searching on the top copy of the form. The spaces which you will most often use are numbered and explained on the following pages.




I.3.

1. AUTHOR. For a personal author, the name is recorded as follows: last name, first name, middle name, date. If the author (personal or corporate) is established in CUL, record the name on the Order Form exactly as it is in CUL. In any case, write as completely as possible.

2. TITLE. Also write the title as completely as possible; include a subtitle when the title itself is not distinctive.

3. IMPRINT. Record the imprint in the following order: place : publisher, date.

4. SERIES. Record the series note completely and carefully.

5. ACCOUNT NO. This is the fund number to which the order will be charged. It is either supplied by the library requesting the book, a bibliographer, or by the Assistant Director for the Development of Collections.

6. RUSH. When this is circled in red, the book will be searched, ordered and cataloged on a "rush" basis.

7. SEQUENCE NO. This is a number assigned by the Keypunch Section when the order is fed into the automated system.

8. DEALER NO. This number refers to the supplier from whom the book is ordered. It is assigned by the reviser.

9. VOLS. This is filled in with the specific number of volumes wanted when the order is for all or part of a multi-volume work.

10. EDITION. This specifies which edition of a work (after the first) is to be ordered.

11. SOURCE. This is the source of information for the order or, in the case of a book already received, "book-in-hand".

12. POS. Part of series. Circle this code when you edit an Order Form with a series note. (The process called "editing" is described in part XI.)

13. F (Foreign) D (Domestic). When you edit an Order form, circle either F or D, depending on the geographic location of the dealer to which the order will be sent.

14. SEARCHER NO. This is where you record the searcher number which was assigned to you when you joined the Department.

15. A. The requester circles this if the book is to be ordered regardless of other copies held in other libraries on campus.

16. COPIES. Only on RUSH orders may more than one copy be ordered on one Order Form.

17. NOTIFY/DATE. When an individual requests a book, his/her name and address are written in this box. When the order comes from one of the departmental libraries or special collections, the librarian's initials and the date of the order are written here.

18. 2AV. Added volumes. Circle this when you edit an Order Form for a "___V. & CONT." order.

19. B/H. Book-in-hand. Circle this when editing Order Forms accompanying books already received.

20. LO. Letter order. The reviser or the secretary who types the letter circles this.

21. G. Gift. Circle this when editing an Order Form accompanying a book received as a gift.

22. CUL. This is where you show the searching you did in the Cornell University Libraries union catalog.

23. OC. This is where you show the searching you did in the Old Catalog.

24. STL. This is where you show the searching you did in the Status List.

25. LC. This is where you show the searching you did in the National Union Catalog (or on OCLC).

26. OTHER ED. Record here the call number for another edition of the book being ordered.

27. SAME ED. Record here the call number for the same edition of the book being ordered.

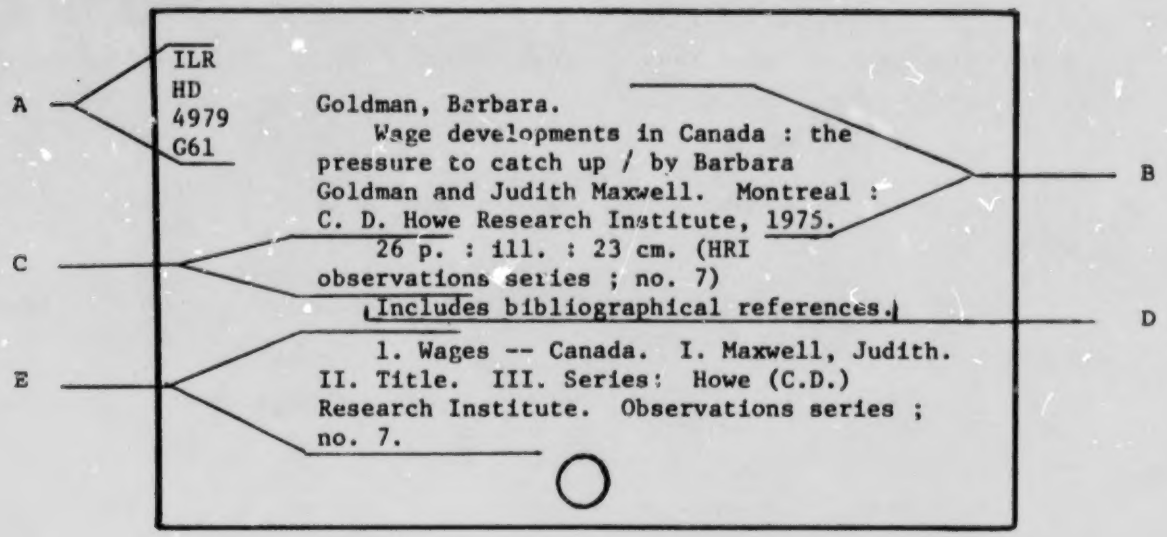
28. LC/NUC OTHER ED. Record here the imprint information for other editions that you found in the National Union Catalog.

29. NUC DATE. Record here the date of the volume of the National Union Catalog in which you found copy for the same edition or a different edition of the book being ordered.

30. LC CARD NO. Record here the Library of Congress Card Number, if it is available.

## Catalog Cards

### Author Main Entry


A
ILR
HD
4979
G61
Goldman, Barbara.
Wage developments in Canada : the pressure to catch up / by Barbara Goldman and Judith Maxwell. Montreal : C. D. Howe Research Institute, 1975.
B
C
26 p. : ill. : 23 cm. (HRI observations series ; no. 7)
Includes bibliographical references.
D
E
1. Wages -- Canada. I. Maxwell, Judith. II. Title. III. Series: Howe (C.D.) Research Institute. Observations series ; no. 7.

**A -- Call Number**

| | |
|---|---|
| ILR | - holding library abbreviation |
| HD 4979 G61 | - call number |

**B -- Body of Card**

| | |
|---|---|
| Goldman, Barbara | - main entry |
| Wage developments in Canada | - title |
| the pressure to catch up | - subtitle |
| by Barbara Goldman and Judith Maxwell | - author statement |
| Montreal | - place of publication |
| C. D. Howe Research Institute | - publisher |
| 1975 | - date of publication |

**C -- Collation Statement**

| | |
|---|---|
| 26 p. | - pagination |
| ill. | - illustrated |
| 23 cm. | - height of book in centimeters |
| HRI observation series | - series |
| no. 7 | - number within series |

**D -- Bibliography Statement**

| | |
|---|---|
| Includes bibliographical references | - bibliographic note |

**E -- Tracings**

| | |
|---|---|
| 1 (cardinals) | - subject added entries |
| I, II, III (roman numerals) | - other added entries |

For each of the tracings, an "added entry" card is made. It is very important that you recognize the difference between a main entry card and an added entry card. The above example is a main entry card. Those on the next page are for added entries.

Added Entry Cards

WAGES -- CANADA

ILR
HD
4979
G61

Goldman, Barbara.
Wage developments in Canada : the pressure to catch up / by Barbara Goldman and Judith Maxwell. Montreal : C. D. Howe Research Institute, 1975.
26 p. : ill. ; 23 cm. (HRI observations series ; no. 7)
Includes bibliographical references.

Subject (may also be in red)

Maxwell, Judith

ILR
HD
4979
G61

Goldman, Barbara.
Wage developments in Canada : the pressure to catch up / by Barbara Goldman and Judith Maxwell. Montreal : C. D. Howe Research Institute, 1975.
26 p. : ill. ; 23 cm. (HRI observations series ; no. 7)
Includes bibliographical references.

Joint Author

Wage developments in Canada

ILR
HD
4979
G61

Goldman, Barbara.
Wage developments in Canada : the pressure to catch up / by Barbara Goldman and Judith Maxwell. Montreal : C. D. Howe Research Institute, 1975.
26 p. : ill. ; 23 cm. (HRI observations series ; no. 7)
Includes bibliographic references.

Title

Howe (C. D.) Research Institute.
Observations series ; no. 7.

ILR
HD
4979
G61

Goldman, Barbara.
Wage developments in Canada : the pressure to catch up / by Barbara Goldman and Judith Maxwell. Montreal : C. D. Howe Research Institute, 1975.
26 p. : ill. ; 23 cm. (HRI observations series ; no. 7)
Includes bibliographical references.

Series

Title Main Entry

KF
9680
J87

The Jury system in America : a critical overview / Rita James Simon, editor. Beverly Hills, Calif. : Sage Publications, c1975.
254 p. ; 24 cm. (Sage criminal justice annuals ; v. 4)
Includes bibliographies.

1. Jury - United States - Addresses, essays, lect ures. I. Simon, Rita James. II. Series.

Added Author/title Cards

These are made for works which have been translated, have had a major revision, for author series, etc.

Amin, Samir
L'accumulation à l'échelle mondiale. English.

HG
3881
A55
1974

Amin, Samir
Accumulation on a world scale; a critique of the theory of underdevelopment. Translated by Brian Pearce. New York : Monthly Review Press, 1974.
2v. (666 p.) 22 cm.
Translation of L'accumulation à l'échelle mondiale.

Brief Filing Rules

CUL

The main card catalog in Olin Library is a union catalog for the Cornell University Libraries. The filing is alphabetical, word by word.

New Amsterdam
New England
Newark
Newman

Authors, titles, and subjects are filed in one alphabet. When the same word is used for several kinds of headings, the filing order is person, place, title.

Green, Joseph
Green, N.Y.
Green gardens

In the filing of names, a name with a designation precedes a name with an initial, which precedes a full name, which precedes a full name with a date, which precedes a compound name.

Brown, John, professor
Brown, John A
Brown, John Allen
Brown, John Allen, 1911-
Brown-Wood, Alice

Umlauts are spelled out as if they were "vowel + e."

Broder, William
Broeder, James
Bröder, John

The prefixes "M'", "Mc" and "Mac" are all filed as if they are spelled "Mac."

MacIntosh, Walter
M'Lauren, William
McNally, Robert

Initial articles in all languages are ignored in filing.

Rouge, Henri
Le rouge et le noir

OC

The Old Catalog contains cards for books which were cataloged before 1948 and have not yet been reclassified into the Library of Congress classification which we use now. The filing rules in this catalog are exactly the same as those followed in CUL except that umlauts are ignored.

STL

The list of recent acquisitions and books on order (referred to as the Status List or the STL) is arranged alphabetically by what had been determined as the main entry at the time the book is ordered. The filing rules do not, however, correspond exactly with those used in CUL.

Alphabetization on the STL is by space, punctuation, then letter; therefore, compound and hyphenated names will precede single names.

De Ville, Charles
De-Ville, Albert
DeVille, Robert

Abbreviations, from a standard list of abbreviations, are used for corporate, conference, and title main entries.

Prefixed names will be alphabetized as they are actually spelled.

M'Lauren, Robert
MacIntosh, Charles
McNally, Albert

## Standard List of Abbreviations

**Please note that these words are to be abbreviated ONLY BY THE ACQUISITIONS DEPARTMENT; this list is provided to help the library user to find these words on the status list. These abbreviations occur ALWAYS, and ONLY, in MAIN ENTRIES (Author, Corporate and Title). Words are abbreviated also when they are part of other words; eg., interuniversity.**

**STATES:**

| | | | | | | |
|---|---|---|---|---|---|---|
| Ala. | Fla. | Kans. | Minn. | N.J. | Ore. | Utah |
| Alaska | Ga. | Ky. | Miss. | N.M. | Pa. | Vt. |
| Ariz. | Hawaii | La. | Mo. | N.Y. | R.I. | Va. |
| Ark. | Idaho | Me. | Mont. | N.C. | S.C. | Wash. |
| Calif. | Ill. | Md. | Nebr. | N.Dak. | S.Dak. | W.Va. |
| Colo. | Ind. | Mass. | Nev. | Ohio | Tenn. | Wisc. |
| Conn. | Iowa | Mich. | N.H. | Okla. | Texas | Wyo. |
| Del. | | | | | | |

**COUNTRIES:** U.S.; Gt. Brit.

**BIBLE:** O.T.; N.T.

| OTHER: | English | German | French | Spanish | Portuguese | Italian |
|---|---|---|---|---|---|---|
| Acad. | Academy | | Academie | Academia | Academia | |
| Admin. | Administration | | Administration | Administración | Administração | |
| Amer. | American | Amerikanisch | Americain | Americano | Americano | Americano |
| Assoc. | Association | | Association | | Associação | Associazione |
| Bur. | Bureau | | Bureau | | | |
| Comm. | Committee | | | | | |
| Co. | Company | | | | | |
| Colloq. | Colloquium | | Colloque | | | Colloquio |
| Confed. | Confederation | | Confederation | Confederación | Confederação | Confederazione |
| Conf. | Conference | | Conférence | Conferencia | Conferência | Conferènza |
| Cong. | Congress | | Congrès | Congreso | Congresso | Congrèsso |
| Corp. | Corporation | | Corporation | Corporación | Corporação | Corporazione |
| Dept. | Department | | Département | Departamento | Departamento | |
| Dev. | Development | | Développement | | | |
| Econ. | Economic(s) | | Economie(ique) | Economía | Economia | Economia |
| Fed. | Federal | | Fédéral | Federal | Federal | Federale |
| Found. | Foundation | | | | | |
| Govt. | Government | | | | | |
| Inc. | Incorporated | | | | | |
| Inst. | Institute | Institut | Institut | Instituto | Instituto | |
| Internat. | International | International | International | | | |
| Lib. | Library | | | | | |
| Ltd. | Limited | | | | | |
| Min. | Ministry | Ministerium | Ministère | Ministerio | Ministerio | Ministèro |
| Mus. | Museum | Museum(Museen) | Musée | Museo | Museu | Musèo |
| Nat. | National | National | National | | | |
| Organiz. | Organization | | | Organización | Organização | Organizzazione |
| O.E.C.D. | Organization for Economic Cooperation and Development | | | | | |
| Rep. | Republic | Republik | République | República | Republica | Repubblica |
| Res. | Research | | | | | |
| Sec. | Secretary | | Secrétaire | Secretario | Secretario | |
| Sem. | Seminar | Seminar | Séminaire | Seminario | Seminario | |
| Soc. | Society | | Société | Sociedad | Sociedade | Società |
| Supt. | Superintendent | | | Superintendencia | | |
| Symp. | Symposium | | Symposium | | | |
| U.N. | United Nations | | | | | |
| U.N.E.S.C.O. | United Nations Educational, Scientific and Cultural Organization | | | | | |
| Univ. | University | Universitaet | Université | Universidad | Universidade | Università |

| ALSO: | Spanish | Portuguese | Dutch | Russian |
|---|---|---|---|---|
| Akad.nauk | | | | Akademiia nauk |
| Cia. | Compañia | Companhia | | |
| Desenvol. | Desenvolvimiento | Desenvolvimento | | |
| Dir. | Dirección | Direcção | Directie | |
| Inst. | | | Instituut | |
| Kommunist.partiia S.S. | | | | Kommunisticheskaia partii sovetskogo soiuza |
| Min. | | | Ministerie | Ministerstvo |
| TSent. | | | | TSentral'noe |
| Univ. | | | Universiteit | Universitet |

RSFSR and USSR without periods.

The order in which characters file on the status list is: period, left parenthesis, ampersand, right parenthesis, semi-colon, hyphen, comma, colon, apostrophe, quotation mark, letters, and numbers.

| Plating Code | Fund No. | Fund Name | Subject | Flyer |
|---|---|---|---|---|
| G | 001 | Gift for Olin (Do Not Charge) | Must have gift | flyer |
| St | 002 | Olin Blank Plate (Do Not Charge) | | ----- |
| St | 003 | Olin Exchange (Do Not Charge) | | ----- |
| | 010 | Center for Research Libraries-Not Book Fund | | ----- |
| P | 012 | Honor With Books - General | | ----- |
| P | 015 | Anna Wright Endow. (Local Hist., Esp. New Eng.) | | ----- |
| St | 022 | Geology | | ----- |
| P | 025 | Chemistry - Serials | | Clark-P.S. |
| P | 026 | Physics - Serials | | Clark-P.S. |
| P | 027 | Astronomy etc. - Serials | | Clark-P.S. |
| TP | 028 | Chemistry Anonymous Endow. | | Clark-P.S. |
| P | 029 | Physics Endow. | | Clark-P.S. |
| P | 030 | Physical Science - Monographs | | Clark-P.S. |
| P | 031 | Clark Trust Fund Endow. | | Clark-P.S. |
| P | 033 | Physical Sciences - Monographic Series | | Clark-P.S. |
| P | 034 | Mathematics - Monographs | | White-Math |
| St | 035 | Maps | | ----- |
| P | 036 | Mathematics - Serials Subscriptions | | White-Math. |
| P | 037 | Mathematics - Monographic Series | | White-Math. |
| P | 038 | Engineering - Monographs | | Carp.-Eng. |
| P | 039 | Carpenter Endow. - Serials Subscriptions | | Carp. -Eng. |
| P | 040 | Engineering - Serials Subscriptions | | Carp.-Eng. |
| P | 041 | Frank O. Ellenwood Endow. | | Carp.-Eng. |
| P | 042 | Engineering - Monographic Series | | Carp.-Eng. |
| P | 043 | John M. Lyons Endow. | | Carp.-Eng. |
| P | 044 | Kuichling Library Endow. | | Carp.-Eng. |
| P | 045 | Church Memorial Endow. | | Carp.-Eng. |
| P | 046 | Fine Arts - Serials Subscriptions | | Sibley-F.A. |
| P | 047 | Fine Arts - Monographic Series | | Sibley-F.A. |
| P | 048 | College of Architecture Endow. | | Sibley-F.A. |
| P | 049 | Eugene Montillon Memorial | | Sibley-F.A. |
| P | 050 | Architecture | | Sibley-F.A. |
| P | 051 | Edwin A. Seipp Endow. | | Sibley-F.A. |
| P | 052 | Art | | Sibley-F.A. |
| P | 055 | Engineering - Reserve | | Carp.-Eng. |
| P | 056 | Engineering - Reference | | Carp.-Eng. |
| P | 057 | Hebrew Studies | | ----- |
| P | 058 | Ellis Dunn Thompson Memorial Endowment | | Carp.-Eng. |
| | 059 | Duplicate Sales | | Carp.-Eng. |
| P | 062 | J. Franklin Bradley Endow. (Eng. Lit.) | | ----- |
| P | 063 | Gussman Gift (Semitic Lang. & Lit.) | | ----- |
| P | 064 | Samuel & Sarah Levine Endow. - Semitics Study | | ----- |
| St | 068 | Germanic Lang. & Lit. | | ----- |
| P | 069 | Burgunder - Shaw | | Rare |
| P | 070 | Barry Howard Endow. - Hart | | Hart Mem. Lib. |
| St | 072 | English & American Lit. | | ----- |
| St | 076 | NEH History Department | | ----- |
| P | 077 | Andrew White Endow. - American & French History | | ----- |
| St | 078 | European History - Modern | | ----- |
| P | 079 | Charles Storke Memorial Endowment - Amer. Hist. | | ----- |
| St | 080 | American History | | ----- |
| P | 081 | A. & C. Hull Endow. (Amer. Hist. Over 25 Years Old) | | ----- |
| St | 082 | Political Science | | ----- |
| P | 083 | Huzarr Endow. (Political Science) | | ----- |

* Fund Assignment for titles housed in departmental libraries requires special Authorization.

C. U. L. ACQUISITIONS DEPARTMENT FUNDS LIST REVISED 7/1/78

| Plating Code | Fund No. | Fund Name | Subject | Flyer |
|---|---|---|---|---|
| St | 084 | Economics | | ----- |
| P | 085 | Treman Endow. (Economics) | | ----- |
| TP | 086 | Margaret V. Hull (Lace Making) | | ----- |
| St | 088 | Sociology | | ----- |
| St | 089 | Religion | | ----- |
| St | 090 | Philosophy | | ----- |
| St | 091 | European Studies | | ----- |
| St | 092 | Psychology | | ----- |
| P | 093 | DeGarmo Endow. (Education) | | ----- |
| St | 094 | Education | | ----- |
| St | 095 | African Studies | | ----- |
| P | 097 | Julian L. Woodward Endow. (Sociology) | | ----- |
| P | 099 | William T. Grams Endow. ( Int. Relations) | | ----- |
| St | 100 | Library Studies | | ----- |
| St | 101 | South-East Asia NDEA | | Wason |
| St | 102 | Reference | | Reference |
| St | 103 | India - Pakistan NDEA | | ----- |
| P | 104 | Wason Collection Endow. | | Wason |
| St | 105 | Wason Collection NDEA | | Wason |
| St | 106 | Wason: Chinese - Japanese | | Wason |
| St | 107 | Japanese | | Wason |
| P | 110 | Patterson Endowment (Bibliography) | | ----- |
| St | 111 | Theater, Dramatics & Film | | ----- |
| P | 112 | Helena Merriman Endow. (Theater & Drama) | | ----- |
| St | 119 | Historical Bibliography | | ----- |
| P | 120 | Dr. Felix Reichmann Endowment (Bibliography) | | ----- |
| P | 124 | Icelandic Collection Endowment | | Icelandic |
| P | 125 | Icelandic Collection | | Icelandic |
| P | 126 | Dirlam Endowment (Icelandic) | | Icelandic |
| P | 130 | Dante & Petrarch Endow. (Fiske) Send to Rare When Marked "Cat. for Rare" | | |
| P | 137 | Carl W. Knobloch Memorial Endowment | | Carp.-Eng. |
| P | 139 | John Lyon Collyer Endowment (Earth Science) | | Carp.-Eng. |
| P | 140 | Newton C. Farr Endow. (Amer. Civil War) | | Rare |
| St | 141 | NTIS (Engineering) | | Carp.-Eng. |
| P | 150 | Schiff Endowment (European War) | | ----- |
| P | 163 | James F. Mason Endow. (French Lit. After 1800) | | ----- |
| P | 164 | L. & J. Pumpelly Endow. (Class & Romance Lit.) | | ----- |
| P | 165 | McCann Memorial Endow. (Classical Philology) | | ----- |
| P | 166 | Mediaeval History- White | | ----- |
| P | 168 | European History - White | | ----- |
| P | 173 | Harris Endowment (Victorian Poetry) | | ----- |
| P | 178 | Given Foundation Endow. (Humanities) | | ----- |
| P | 179 | Jacob & Mary Tuvin Endow. (Contemp. Hist. In Eng.) | | ----- |
| P | 180 | Howland Endow. (Books in English) | | ----- |
| P | 181 | F. M. Smith Endow. (Travel) | | ----- |
| P | 182 | Goodkind Endow. (History) | | ----- |
| | 183 | General History | | ----- |
| St | 187 | Russian History & Social Science (Do Not Use) | | ----- |
| P | 190 | Business & Public Administration | | Malott-B.P.A. |
| P | 191 | Business - Serials Subscriptions | | Malott-B.P.A. |
| P | 192 | Business - Reserve Books | | Malott-B.P.A. |
| P | 193 | Business - Monographic Series | | Malott-B.P.A. |
| | 194 | Corporate Report Service - Microfilm Series | | Malott-B.P.A. |

* Fund Assignment for titles housed in departmental libraries requires special authorization.

| Plating Code | Fund No. | Fund Name | Subject | Flyer |
|---|---|---|---|---|
| TP | 195 | Joseph & Suzanne Eastwick Foundation | | Malott-B.P. |
| St | 200 | Olin - Serials Subscriptions | | ----- |
| P | 201 | Austen Endowment | (Bibliography) | ----- |
| | 202 | Binding | | ----- |
| St | 203 | Completion of Sets | | ----- |
| | 204 | Calspan - NTIS & ERDA | | ----- |
| P | 205 | Sage Library Endowment - Multi-Vol. | | ----- |
| | 206 | Duplicate Sales (Exchange) | | ----- |
| St | 207 | Olin - Monographic Series | | ----- |
| | 208 | Documents Deposit Account | | ----- |
| P | 209 | Harris Endowment | (Mathematics) | White-Math. |
| St | 210 | Reappropriation Fund | | ----- |
| P | 211 | Virgil Snyder Endowment | (Mathematics) | White-Math. |
| | 213 | Title II - General | | ----- |
| St | 214 | Research Sets | | ----- |
| P | 215 | Hauck Memorial Endowment | (Nutrition) | ----- |
| P | 216 | H. Irving Howard Memorial Endow. | (Amer. Govt. & Polit. Sci.) | ----- |
| P | 218 | Peter D. Soppas Memorial Endow. - Political Sci. | | ----- |
| TP | 219 | Economics Department Endowment | | ----- |
| P | 220 | Kenneth O. Reed Endowment | (Economics) | ----- |
| P | 222 | Greil Memorial Endowment | (Peace) | ----- |
| P | 223 | Walter F. Willcox Endowment | (Statistics) | ----- |
| St | 224 | Linguistics | | ----- |
| P | 226 | Wordsworth Collection | | Rare |
| P | 227 | Moses Coit Tyler Endowment | (American Hist.) | ----- |
| P | 228 | A. Gurley Memorial Endowment | (Theater) | ----- |
| P | 229 | William P. Stein Endow. | (Lincoln & Civil War) | Rare |
| P | 230 | Burr Memorial Endow. | (History) | ----- |
| P | 231 | Glasson Endow. | (Philately & Numismatics) | ----- |
| P | 232 | Benno Loewy Endowment | (History) | ----- |
| P | 233 | Schiff Endowment | (Human Civil.) | ----- |
| P | 234 | Weyl Memorial Endow. | (History) | ----- |
| P | 235 | Preston Beyer Memorial Fund | | Rare |
| P | 236 | Botsford Memorial Endow. | | Sibley-F.A. |
| P | 237 | Florence E. Dahme Memorial | | Sibley-F.A. |
| St | 238 | Barnes Lib. Endow. | (C.U.R.W.) | ----- |
| St | 239 | 7-Day Books | | 7-Day |
| P | 240 | Music - Serials Subscriptions | | Lincoln-Music |
| P | 241 | Music - Monographic Series | | Lincoln-Music |
| P | 242 | Music - Monographs | | Lincoln-Music |
| P | 243 | Music - Scores and Records | | Lincoln-Music |
| TP | 244 | Engineering Browsing Library | | Carp.-Eng. |
| St | 245 | Latin America | (Do Not Use) | ----- |
| P | 246 | Wm. F. E. Gurley Endowment | | Rare |
| P | 247 | Music - Author Series | | Lincoln-Music |
| P | 248 | Anne Arnold Endow. | (American Lit. Before 1800) | Rare |
| St | 249 | Olin - Duplicates | | ----- |
| P | 250 | Fiske Endowment | | Rare |
| P | 251 | Fiske Research Endow. | | ----- |
| P | 252 | Arhtur H. & Mary Dean Endowment Fund | | Rare |
| P | 253 | Hogarth-Ware Gift | | Rare |
| P | 255 | Eugene M. Kaufman, Jr. Endow. | (Pope & Swift) | Rare |
| P | 256 | Elias R. B. Willis Endowment | | ----- |

* Fund Assignment for titles housed in departmental libraries requires special Authorization.

C. U. L. ACQUISITIONS DEPARTMENT FUNDS LIST REVISED 7/1/78

| Plating Code | Fund No. | Fund Name | Subject | Flyer |
|---|---|---|---|---|
| St | 258 | Ancient Studies | | ----- |
| St | 259 | Medieval Studies | | ----- |
| St | 260 | Classics | | ----- |
| P | 262 | George Healey Endowment | (Humanities) | ----- |
| P | 263 | Music Library Endowment | | Lincoln-Music |
| St | 264 | Music-Records | | Lincoln-Music |
| P | 265 | Harold Wentworth Endowment | | Rare |
| St | 270 | English History | | ----- |
| P | 272 | David Austin Howard Memorial Endow. | (Amer. History) | ----- |
| P | 273 | Kinkeldey Endowment | (English History) | ----- |
| P | 274 | Alice M. Christian Endowment | (English History) | ----- |
| P | 275 | Van Arsdale Memorial Endowment | (English History) | ----- |
| P | 276 | Richard L. Campbell Memorial Endowment | | ----- |
| P | 277 | Midland Friends of Cornell Endowment | (Amer. History) | ----- |
| St | 278 | Planning & Urban Studies | | ----- |
| St | 279 | Women's Studies | | ----- |
| P | 280 | Fine Arts - Reserve | | Sibley-F.A. |
| P | 281 | Davis Endowment | (Amer. History) | ----- |
| P | 282 | Architecture, Special | | Sibley-F.A. |
| P | 283 | Frederick P. Clark Memorial | (Urban Planning) | Sibley-F.A. |
| P | 284 | Planning Fund For Fine Arts Library | | Sibley-F.A. |
| P | 285 | New York State - Stein | | Sibley-F.A. |
| P | 286 | Mary M. Goldring Memorial | (Mediaeval Art) | ----- |
| P | 288 | Romanoff Endowment - Humanities | | ----- |
| St | 289 | Anthropology | | ----- |
| St | 290 | Fines & Replacements Income | | ----- |
| St | 291 | Olin - Replacements | | ----- |
| St | 292 | Business & Public Administration - Replacements | | Malott-B.P.A. |
| St | 293 | Engineering - Replacements | | Carp.-Eng. |
| St | 294 | Fine Arts - Replacements | | Sibley-F.A. |
| St | 295 | Mathematics - Replacements | | White-Math. |
| St | 296 | Music - Replacements | | Lincoln-Music |
| St | 297 | Physical Sciences - Replacements | | Clark-P.S. |
| St | 298 | Undergraduate - Replacements | | Uris-Undergra |
| St | 299 | Africana Studies & Research Center - Replacements | | Africana |
| St | 302 | History of Science | | ----- |
| | 303 | School of Nutrition | | Savage-Nutrit |
| | 304 | History of Science - Binding | | Hist. of Sci. Co |
| | 305 | History of Science Collections | | Hist.of Sci Co |
| | 306 | Rare Books - Binding | | Rare |
| | 307 | Rare Books - Duplicate Sales | | Rare |
| | 313 | Current Affairs & Letters | | ----- |
| | 320 | Microform Projects | | ----- |
| | 322 | Microform Clearing | | ----- |
| | 323 | Micro Project - Royalties | | ----- |
| St | 325 | Blanket Orders | | ----- |
| | 326 | Newspapers | | ----- |
| P | 340 | Romanoff Endowment - Humanities-Do Not Use-Use Fund 288 | | ----- |
| P | 341 | Undergraduate Library - Science | | Uris-Undergra |
| P | 342 | Anne K. Bruska Memorial | | Uris-Undergra |
| | 343 | Student Assoc. Program | | Uris-Undergra |
| P | 344 | Sidney G. & Fanney H. Kay Book Fund | | Uris-Undergra |
| TP | 345 | Female Studies Program - Uris | | Uris-Undergra |
| P | 346 | Jacob & Mary Tuvin Endowment | (Contemp. Hist. in Eng.) | Uris-Undergra |
| P | 347 | Oscar Seager Memorial Fund | | Uris-Undergra |
| P | 348 | S. M. Kirby Memorial Endow. | (Amer. Hist., Econ. & Sci.) | Uris-Undergra |
| P | 349 | Undergrad. Library - Serials Subscription | | Uris-Undergra |

* Fund Assignment for titles housed in departmental libraries requires Special Authorization.

C. U. L. ACQUISITIONS DEPARTMENT FUNDS LIST REVISED 7/1/78

| Plating Code | Fund No. | Fund Name | Subject | Flyer |
|---|---|---|---|---|
| P | 350 | Undergraduate Library - Monographs | | Uris-Undergra |
| P | 351 | Undergraduate Library - Reference | | Uris-Undergra |
| P | 352 | Undergraduate Library - Listening Room | | Uris-Undergra |
| P | 353 | Goldwin-Smith Endowment | | Uris-Undergra |
| P | 354 | Undergraduate Library - Reserve | | Uris-Undergra |
| P | 355 | Class of 1951 Endowment - American Studies | | Uris-Undergra |
| P | 356 | S. E. Whicher Memorial Endowment - American Lit. | | Uris-Undergra |
| P | 357 | Kappa Alpha Theta Cornelliana Endowment | | Uris-A.D.Whit |
| P | 358 | Valerie J. Percy Memorial | | Uris-Undergra |
| St | 359 | Undergraduate Library - Added Copies | | Uris-Undergra |
| | 360 | Postage Fund | | ----- |
| | 361 | Human Relations Area File | | Uris-Undergra |
| P | 362 | Quill & Dagger (English & American Lit.) | | Uris-Undergra |
| P | 363 | Todd Moore Memorial - Amer. & Europ. Cultural Hist. | | Uris-Undergra |
| | 380 | Risley Hall Library Endowment | | Chg.&Send to L |
| | 381 | Willard Straight Browsing Library Endowment | | Chg.&Sent to L |
| P | 390 | Howard B. Adelmann Collection | | Hist. of Sci. |
| St | 401 | Southeast Asia - Serials Subscriptions | | Wason |
| St | 402 | Southeast Asia - Monographic Series | | Wason |
| | 403 | Southeast Asia Newspaper Micro-Royalties | | Wason |
| St | 405 | East Asia - Serials Subscriptions | | Wason |
| St | 406 | East Asia - Monographic Series | | Wason |
| St | 407 | Japanese & Korean Serials | | Wason |
| St | 408 | Chinese Serials | | Wason |
| St | 420 | Slavic Studies (On Exchange) | | ----- |
| St | 421 | Slavic Studies - Monographic Retrospect | | ----- |
| St | 422 | Slavic Studies - Monographic Series | | ----- |
| St | 423 | Slavic Studies - Serials Subscriptions | | ----- |
| St | 424 | Slavic Studies - Serials Retrospect | | ----- |
| | 425 | Slavic Studies - (For Exchange) | | ----- |
| St | 426 | Slavic Studies - Monographic Current | | ----- |
| St | 430 | Near and Middle East | | ----- |
| P | 431 | Fanny Goldstein Endowment (Semitic Lnag. & Lit.) | | ----- |
| St | 444 | Latin America - Monographs | | ----- |
| St | 445 | Latin America - Blanket Orders | | ----- |
| St | 446 | Latin America - Monographic Series | | ----- |
| St | 447 | Latin America - Serials Subscriptions | | ----- |
| P | 700 | University Library Endowment - Consolidated For Bookkeeping purposes, all money is deposited to Account 700. Funds requiring special bookplate are itemized, but have to be preceded by 700 to be charged properly. Number in parentheses after name of fund indicated number of titles to be purchased each year. | | |
| P | 701 | Otto Kinkeldey Fund (25) (Do Not Charge) | | |
| P | 702 | Lyall Decker Memorial Fund (20) (Do Not Charge) | | |
| P | 703 | Katorski Endowment (12) (Do Not Charge) | | |

* Fund Assignment for titles housed in departmental libraries requires Special Authorizations.

C. U. L. ACQUISITIONS DEPARTMENT FUNDS LIST REVISED 7/1/78

| Plating Code | Fund No. | Fund Name | Subject | Flyer |
|---|---|---|---|---|
| | 800 | I. & L. R. Library - Books | | I. & L.R. |
| | 801 | I. & L. R. Periodicals (Send Direct to I.&L.R. Libr.) | | I. & L. R. |
| | 802 | I. & L. R. Periodical Backfile (Send Direct to I.&L.R. Lib.) | | I. & L. R. |
| | 803 | I. & L. R.-Rush Reserve | | I. & L. R. |
| | 804 | I. & L. R. - Extension (Send Direct to I. & L. R. Lib.) | | I. & L. R. |
| | 805 | I. & L. R. - Admin. (Send direct to I. & L. R. Lib.) | | I. & L. R. |
| | 806 | I. & L. R. - Book Replacements | | I. & L. R. |
| | 809 | I. & L. R. - Student Council (Send Direct to I.&L.R. Lib.) | | I. & L. R. |
| | 810 | I. & L. R. - Binding fund | | I. & L. R. |
| | 811 | I. & L. R. - Pub. Sec. Sch. Grant (Send Direct to I.&L.R.Lib) | | I. & L. R. |
| | 816 | I. & L. R. - Per. Microfilm (Send Direct to I. & L. R. Lib.) | | I. & L. R. |
| | 902-909 | Control Accounts | | ---- |
| | 930 | Departmentals | | ---- |
| | 931 | Africana Studies Center Library | | Africana |
| | 933 | Mann Library | | Mann |
| | 934 | Statler - Accounts Receivable | | Statler |
| | 935 | Veterinary Library | | Vet |
| | 936 | Law Library - Blanket Orders | | Law |

## PART II

## LIBRARY OF CONGRESS DEPOSITORY CARDS

Library of Congress Title II cards represent books which have recently been cataloged by the Library of Congress. The Collection Development Office receives a shipment of these cards every week, sorts them and distributes them to selectors for review. The cards which are searched represent books which they have chosen to be ordered. The cards are photocopied and stapled to Order Forms. The fund number for the order is written in the "Account No." space on the form. For searchers who are beginning their training, the Library of Congress cards are grouped by type of entry; i.e., personal author main entry, title main entry, corporate author main entry, conference main entry, etc.

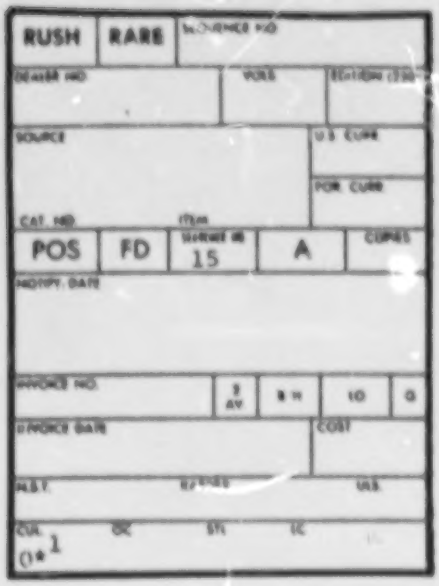
### Entry Rule for Personal Author

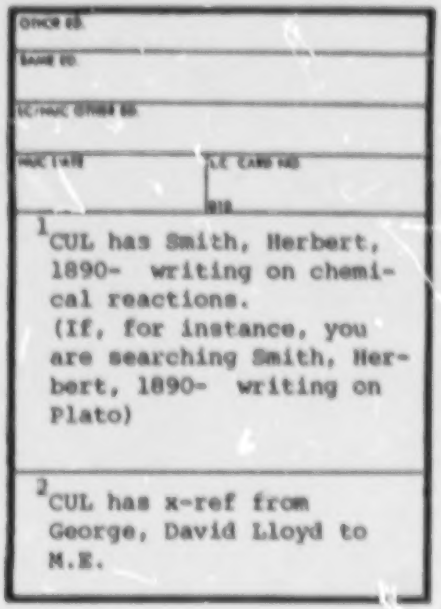
A work is entered under a personal author when one person is indicated as the principal author of the work. When a work has three authors or fewer, and none is indicated as the principal author, it is entered under the first author listed on the title page of the work.

### Searching CUL

If you find no entry in CUL for the author being searched, write an "O" on the Order Form under CUL (see p. II.2). Look for possible variations in the form of entry, e.g., the use of an initial instead of a whole name. CUL tries to follow the form used by the Library of Congress, but this is not always possible and differences do come up. Therefore, it is very important that you be alert for discrepancies. If an entry exists in the catalog for that author, place one checkmark, or an "x" under CUL. If what you find is an added entry, record "A.E. only" in the comments box. If there is a discrepancy in the dates or in the form of the name, make a note in the comments space, giving the form that CUL uses (e.g., "some CUL cards have added date"). The notes you make indicate to the Catalog Department that something in CUL should be adjusted to conform with Library of Congress practices. Add no note about the absence of death dates as these will rarely be added.

If you find an author in CUL whose name is the same as the name on the Order Form, but the two write on different subjects, and it is unlikely that they are the same person, place an "O*" under CUL and explain in the "comments" space.[1] If you find a cross-reference card in CUL (e.g., George, David Lloyd see Lloyd George, David) write a note in the "comments" space.[2]





1 CUL has Smith, Herbert, 1890- writing on chemical reactions. (If, for instance, you are searching Smith, Herbert, 1890- writing on Plato)
2 CUL has x-ref from George, David Lloyd to M.E.

If the author is represented in CUL and a book with the same (or similar) title as the one on the Order Form is there, look closely to see if what you see in CUL is the same edition of the work to be ordered or a different edition. Different editions may have slightly different titles. They may also have different publishers, and/or publication dates, different numbers of pages, or different editors. Treat translations of a work as different editions. Sometimes the dropnotes on cards will give information about other editions: for instance, the title being searched may be a reprint of an earlier edition; or in the case of a translation, the note may give the title of the original edition. When the card on the Order Form has a dropnote,

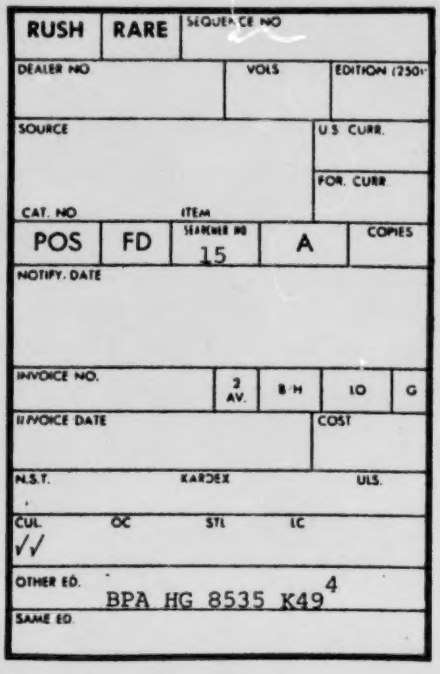
place a checkmark by it[3] so the reviser knows that you have seen it and considered it in your searching.

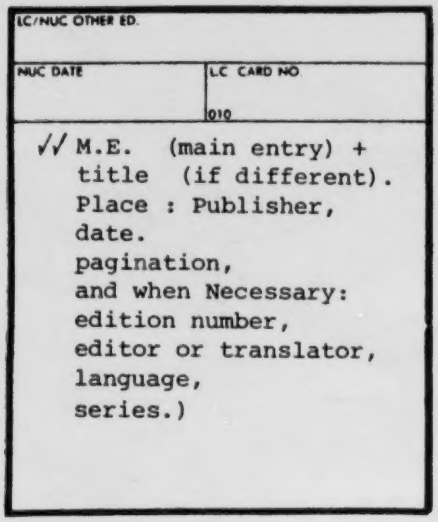
Abell, George Ogden, 1927-
Realm of the universe / George O. Abell. -
New York : Holt, Rinehart and Winston, c1976.

x, 431 p.; ill; 24 cm.

3 ✓ "A completely new revision of ... the author's older brief edition of Exploration of the universe" and "a short and updated companion to the third (1975) edition of Exploration of the Universe."
Bibliography : p. 369-370.
Includes index
ISBN 0-03-014996-7

If you find in CUL a different edition of the work to be ordered, place two checkmarks on the Order Form under CUL and write the call number in the "other edition" box[4]; in the "comments" space give information such as in the following example.



If CUL has more than one two-check edition of the work being searched, look first for an edition in the library for which the searching is being done. If that library does not have another edition, record an edition which is in Olin; if there is none, record an edition in any library for which Central Technical Services provides the cataloging. If a library has several other editions, the one for which you record the call number and imprint information is the one which is most similar to the one you are searching. For example, if you search Robert Graves's translation of Lucan's Pharsalia and CUL has another edition of this work translated by Graves, record the call number and imprint information of this edition and note that CUL has other translations. If you are searching the ninth edition of Samuelson's Economics, and CUL has the eighth, choose that edition for the two-check information and make a note that CUL also has earlier editions.

If the title on the Order Form is very similar to a title in CUL, but you do not think that one is technically a different edition of the other, use one checkmark plus an asterisk (*) as the search symbol and record all pertinent information (title, imprint, pagination, and call number) in the "comments" space.

If CUL has the edition which you are searching, place three checkmarks under CUL, and write the call number in the "same edition" box. Again, priority goes to a call number for the library for which you are doing the searching.

Searching OC

The OC (Old or Harris Catalog) contains cards for books which were cataloged before 1948 (therefore, following the Harris classification scheme) and have not yet been reclassified into the Library of Congress classification scheme. The call numbers on the cards in the OC look quite different from those in the main catalog. Only main entry cards are filed in the OC, and filing rules are the same as those followed in CUL except that umlauts are ignored. The books represented in the OC are kept in a special storage area, not in the regular stacks.

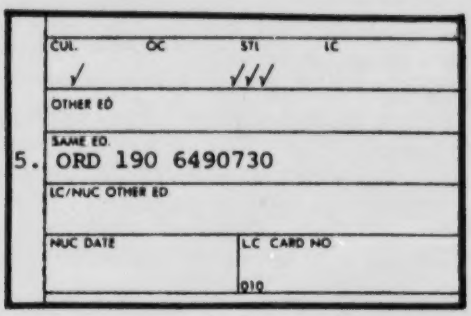
You will search in the OC in three cases: (1) For an author who could have been published before 1948, and who is not represented in CUL; (2) For books which are reprints of pre-1948 editions (or which have actual pre-1948 imprint dates; and (3) For a book based on a work published before 1948. You use the same checkmark system to record your searching in the OC that you used in the case of CUL.

Searching STL

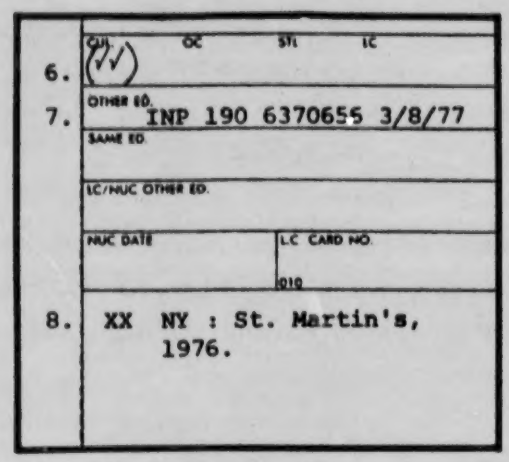
The STL (Status List) is the list of books on order, "in process," and of books which have been cataloged within the past ten weeks. It is arranged alphabetically by what had been determined as the main entry when the book was ordered.

Record "O," one check, two checks, and three checks using the STL in the same way as you did in using CUL and OC. Mark one checkmark and "O" under STL on the Order Form. When making two checks and three checks, use the following rules:

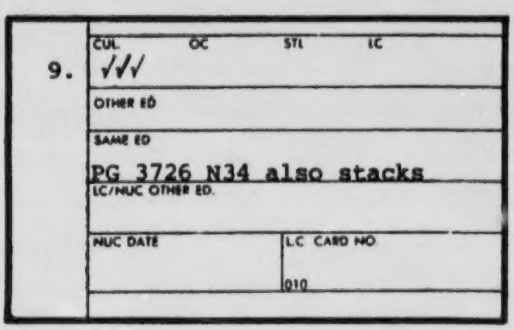
If the code on the STL for a two-check or a three-check edition is ORD, record your checkmarks under STL. In the appropriate edition box, write: "ORD, fund number, order number."[5] For two-check editions, give the imprint information in the "comments" space.

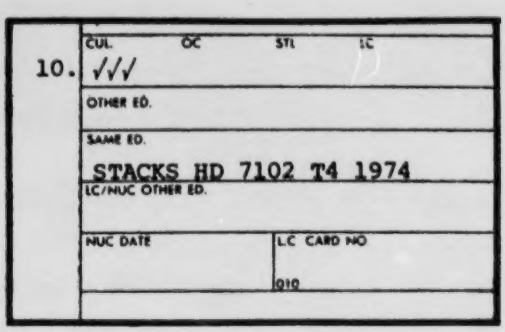



If the code is INP, record your checkmarks under CUL (because the book is "in house"). Place parentheses around any checkmarks made under CUL (for two-check or three-check editions coded INP or STACKS) if your search in CUL resulted in an "O."[6] In the appropriate edition box write: "INP, fund number, order number, date."[7] Again, for two-check editions, also give the imprint information.[8] (See example on p. II.6.)




If an entry on the STL is coded "STACKS" and includes a call number, you may or may not have found it in the card catalog; books are kept on the STL for ten weeks after they have been cataloged in order to allow access to them before the main entry cards to be filed. If you found a card for the book in CUL and wrote the call number in one of the edition boxes on the Order Form, place no marks under CUL or STL but write "also stacks" after the call number.[9] If you did not find a card in CUL and found the call number from STL, place the checkmarks under CUL, then write "STACKS" in the appropriate edition box and copy the call number from the STL.[10] Again, give the imprint information for two-check editions in the "comments" space.



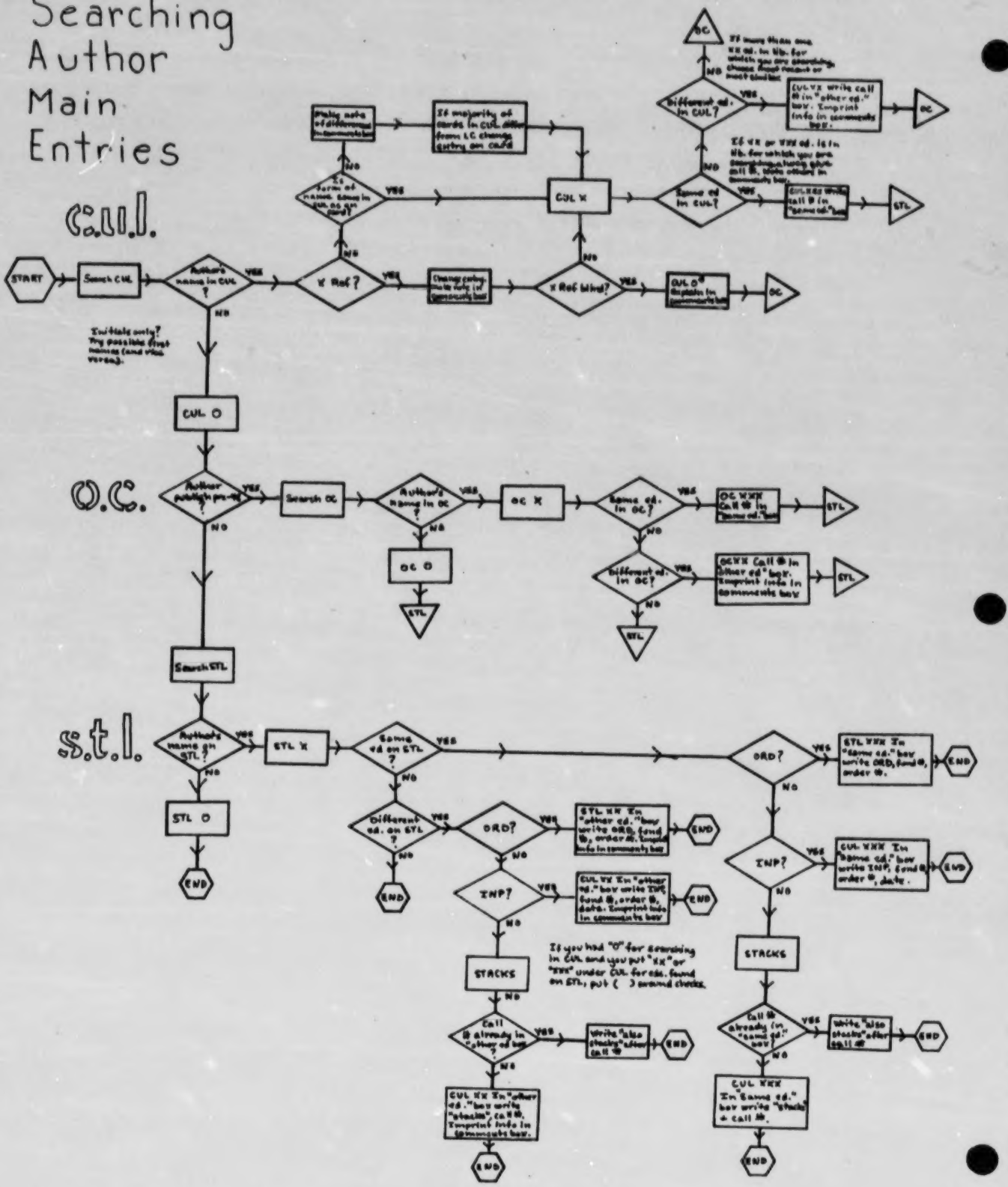

The designation STOR indicates that the book is in CUL, in storage. If you find a two-check or three-check edition with this designation on the STL, place

the checkmarks under CUL. In the appropriate edition box write: "STOR, fund number, order number."

The arrangement of entries on the STL does not always follow the filing rules in CUL. On the STL, alphabetization is by space, punctuation, then letter. Abbreviations are used for corporate and title main entries; these are given on a standard list of abbreviations (p. I. 12). Compound names precede "single" names, i.e., "Garcia y Lopez, José" will come before "Garcia, José." For names like "Deville," the searcher should look under both "Deville" and "De Ville."

Flowchart

# Searching Author Main Entries



Editor/Compiler Entries

When the name of the editor or compiler is used as the main entry of a work, search the book also under title unless it is a three-check item in CUL or on the "STL." Show this searching in the "comments" space.

CALL NO. 090

AUTHOR

1__ __ Dunlap, Mary M comp.

ACCOUNT NO.

TITLE

24__ __ A catalog of the South Caroliniana collection of J. Rion McKissick / compiled by Mary M. Dunlap

IMPRINT

260 ____ Spartanburg, N.C. : Published for the Southern Studies Program, University of South Carolina [by] Reprint Co., 1977

COLLATION

300

SERIES

4 __ __

FOR CATALOGING DEPT. USE ONLY

5 ____

6 ____

7 ____

8 ___

AQ2e REV. 3/76

REC. SAV.

REC. PROD.

TERMINAL NOTES

CORNELL UNIVERSITY LIBRARIES ITHACA, N.Y.

| RUSH | RARE | SEQUENCE NO. |
|---|---|---|
| DEALER NO. | VOLS | EDITION (250) |
| SOURCE | | U.S. CURR. |
| CAT. NO. | ITEM | FOR. CURR. |
| POS | FD | SEARCHER NO. 21 |
| A | | COPIES |

NOTIFY. DATE

| INVOICE NO. | 2 AV. | B H | LO | G |
|---|---|---|---|---|
| INVOICE DATE | | | COST | |
| M.S.T. | KARDEX | | ULS. | |
| CUL. | OC | STL | LC | |
| ✓ | | 0 | | |

OTHER ED.

SAME ED.

LC/NUC OTHER ED.

| NUC DATE | LC CARD NO. 010 |
|---|---|

Title: CUL 0 STL 0

## Title Main Entries

A work is entered under its title when it has more than three authors but not one principal author, when its authorship is uncertain, or in most cases when it was prepared by an editor or a compiler.

### Searching

Search CUL, OC and the STL the same way for a title main entry as for an author main entry. The only difference is that you will not find any one-check items for title main entries as one checkmark shows that an author's name is established in CUL, OC, or that it appears on the STL. Treat same and different editions of the title main entries just as same and different editions of author main entries with two-check and three-check designations.

Most books entered under title have an editor and/or a compiler. Whether you search under the editor/compiler depends on factors such as the price of the book, or likelihood of duplication. You will learn how to recognize the need for this later in your training. If you do search for this, you record your findings in the "comments" space on the Order Form as shown below. If there are no tracings for the editor or compiler on the card, check for dropnotes which might mention an earlier edition under a different author. If this is the case, search that author, plus the earlier title, If found, write the author's name, book title, place of publication, publisher, date and pagination, as well as the call number in the "comments" space on the Order Form.

| CUL | OC | STL | LC |
|---|---|---|---|
| 0 | | 0 | |
| OTHER ED. | | | |
| SAME ED. | | | |
| LC/NUC OTHER ED. | | | |
| NUC DATE | | LC CARD NO. 010 | |
| Tracing I: CUL ✓ STL 0 | | | |

If you find the title as an added entry in the card catalog, put "0" under CUL.

## Corporate Author Main Entries

A work is entered under corporate author when a corporate body (a society, institute, government body, private company, etc.) bears the responsibility for

the content of the work, or when the work is an "official" description of the body's activities. In most cases a body which is subordinate to another is entered directly under the larger body (e.g., Cornell University. Libraries.). Read chapter three ("Headings for corporate bodies") of Anglo-American cataloging rules for a thorough understanding of the rules for the entry of corporate bodies.

Searching

When searching corporate entries, you must reflect the divisions of the entry as established in CUL. This is done with slashmarks (/'s). For instance, for the following entry:

> United States. War Dept. Strategic Services Unit. History Project.
> War report of the OSS (Office of Strategic Services) / prepared by History Project, Strategic Services Unit, Office of the Assistant Secretary of War, War Department; with an introduction by Kermit Roosevelt. - New York : Walker, 1976.
>
> xxv, 261 p. ; 24 cm.

if only the first three parts are established in CUL the search symbol will be √/√/√/0. If all four parts of the entry are in CUL, use only one checkmark. Use the same check-slash system to show searching of corporate entries on the STL. When searching corporate author main entries, do not search under the title and/or editor unless you feel the entry might be incorrect or the book which you are searching is expensive (over $20).

Conferences and Symposia

Conferences and symposia are usually entered under name, followed by the number of the conference, the place where it was held, and the year it was held, e.g., International Conference on the Biochemistry of Lipids, 6th Marseille, 1960.

Searching conferences and symposia

The conference and symposia searching symbols are:

0 The conference name is not in CUL.

0* The conference name is in CUL, but with a different number and different contents (i.e., papers are different from proceedings, and a note about the contents will usually be part of the title, or in a dropnote). In the "comments" space, write differences in the main entry, the title, the imprint, and the call number.

✓* The same conference name and number are in CUL, but the contents differ. In the "comments" space write the title, the imprint, and the call number.

✓✓ The same conference name and contents are in CUL, but the number is different. Write the call number in the "other edition" box, and in the "comments" space, write differences in main entry and imprint information.

✓✓✓ Same conference name, number, and contents in CUL. Write the call number in the "same edition" box.

Examples

If the conference being searched is:

International Conference on the Biochemistry of Lipids, 7th, Birmingham, Eng., 1962.
Biochemical problems of lipids : proceedings.
New York : American Elsevier, 1963.

and CUL has

International Conference on the Biochemistry of Lipids, 6th, Marseille, 1960.
Biochemical problems of lipids : papers.
New York : Pergamon, 1961.

Write "0*" under CUL on the Order Form. In the "comments" space, write the differences in the main entry, the contents, the imprint information, and the call number.

Another possibility might be that CUL has:

International Conference on the Biochemistry of Lipids, 7th, Birmingham, Eng., 1962.
Enzyme activities related to lipid transport : papers. New York : American Elsevier, 1962.

Write one check plus asterisk under CUL on the Order Form. In the "comments" space, write the title, imprint, and call number.

A third possibility might be:

International Conference on the Biochemistry of Lipids, 6th, Marseille, 1960.
The enzymes of lipid metabolism : proceedings. New York : Pergamon, 1961.

Write two checks under CUL on the Order Form, and in the "comments" space write the differences in the main entry and the imprint. Write the call number in the "other edition" box.

When you search a conference and its name has not been established in CUL, also search the distinctive title and/or any corporate bodies listed in the tracings.

Exhibition Catalogs

An exhibition catalog can be entered under a variety of possibilities: the artist, the institution responsible for the catalog, the person who wrote or compiled it, or its distinctive title. In most cases, all of these possibilities are searched. The following rules for entry from Anglo-American cataloging rules may help in searching exhibition catalogs.

Entry

The main entry is under artist when reproduction of the works of an artist form the principal element of the catalog (AACR 8E1).

Monet, Claude, 1840-1926.
Paintings by Monet : exhibition March 15 through May 11, 1975, the Art Institute of Chicago / foreword by John Maxon : edited by Susan Wise : essays by Andre Masson, Grace Seiberling, J. Patrice Marandel. Chicago : Art Institute of Chicago, 1975.
179 p. : ill. (some col.) ; 26 cm.
"Catalogue": p. 53-179
Bibliography: p.40.

1. Monet, Claude, 1840-1926. I. Wise, Susan, curator. II. Chicago. Art Institute. III. Title.

The main entry is under author when textual matter about the artist by this author is the major element of a catalog which has both reproductions of the works of an artist and textual material. (AACR 8D1).

Rouart, Denis.
Monet, nymphéas; ou, Les miroirs du temps par Denis Rouart et Jean-Dominique Rey. Suivi d'un catalogue raisonné par Robert Maillard. Paris, F. Hazan, 1972.
149 p. illus. (part col.) 30 cm.
Bibliography : p. 51.

1. Monet, Claude, 1840-1926. 2. Monet, Claude, 1940-1926. Water-lilies. I. Rey, Jean Dominique. II. Maillard, Robert. III. Monet, Claude, 1840-1926. IV. Title : Nymphéas.

The main entry is under person or corporate body primarily responsible for the content of the publication when reproductions of the artist's work do not form the principal element of the catalog (AACR 8E2).

Paris, Musée national du Louvre.
Degas; oeuvres du Musée du Louvre : peintures, pastels, dessins, sculptures. Orangerie des Tuileries, 27 juin-15 septembre 1969. Paris, Editions des musées nationaux, 1969.
52 p. plates. 21 cm.

1. Degas, Hilaire Germain Edgar, 1837-1917. I. Paris. Musée de l'Orangerie.

Paris, Musée du jeu de paume.
Trois siècles d'art aux Etats-Unis; exposition organisée en collaboration avec le Museum of modern art, New York. Musée du jeu de paume. Paris, mai-juillet, 1938. Paris, Editions des musées nationaux, 1938.
xiv, 107 p. 103 Plates
Text in French and English.

1. Art, American - Exhibitions. I. New York (City) Museum of modern art. II. Title.

The main entry is under corporate body when a work, other than a formal history, describes the body, its functions, facilities, resources, etc. (AACR 17A2). (This rule is used for the catalog of a museum's collection.)

Paris. Musée national du Louvre.
Degas; oeuvres du Musée du Louvre : peintures, pastels, dessins, sculptures. Orangerie des Tuileries, 27 juin-15 septembre 1969. Paris, Editions des musées nationaux, 1969.
52 p. plates. 21 cm.

1. Degas, Hilaire Germain Edgar, 1837-1917. I. Paris. Musée de l'Orangerie.

The main entry is under title when a work is of uncertain authorship (AACR 2A), or if all of the following are true at once: reproductions of one artist's work are not the major element of the catalog; the catalog is not the catalog of a museum's collection; there is no reason to believe that the gallery or museum holding the exhibit is primarily responsible for the whole publication.

Rembrandt and his pupils. A loan exhibition of paintings commemorating the 300th anniversary of Rembrandt, under the high patronage of His Excellency Dr. Theodorus Bot, Ambassador of the Netherlands to Canada. The Montreal Museum of Fine Arts, Montreal, January 9-February 23, 1969; Art Gallery of Ontario, Toronto, March 14-April 27, 1969. n.p., 1969.
118 p., 120 p. of illus. (part col.) 25 cm.
Bibliography : p. 57-59.

1. Rembrandt Harmenszoon van Rijn, 1606-1669. 2. Paintings, Dutch - Exhibitions. 3. Painting, Modern - 17th-18th centuries-Netherlands. I. Montreal. Museum of Fine Arts. II. Ontario. Art Gallery.

## PART III

## ORDER FORMS

The orders sent to Olin from the departmental libraries and special collections are a major source of searching work. Librarians select books to be ordered from the various sources at their disposal (i.e., periodicals, publishers' catalogs, flyers, etc.) and have the orders typed on the standard Order Forms (called AQ-II's). The Assistant Director for the Development of Collections reviews these orders before they are searched; if he feels that a copy of one of the books should be ordered for Olin's collection he writes a fund number in the "comments" space on that Order Form.

### Searching from Order Forms

Search the OCLC data base to determine the correct main entry before searching in CUL and on the STL. While doing this, you may find that Cornell already has the work for which you are searching. If so, the letters "COO" appear at the top of the record. If you find a record, determine which library input it in the data base. To do this, look at line 2 below the fixed fields (top 4 lines of the record). It has a 3-digit tag (040) and some letters following, e.g. DLC*cCOO.

If you have the letters DLC in the first set of initials or in both sets the record was cataloged by the Library of Congress. In this case, write on your Order Form in red above the title the OCLC record number. Look for a field which has the tag 050. After these letters is the call number of the book as assigned by the Library of Congress. On your Order Form, after the OCLC number, write 050 and the call number that follows.

If the letters in the 040 field are any other than the ones above, proceed in exactly the same manner, but look for the call number in a field tagged 090 or 092. There should be no field tagged 050. In this case, make a printout of the record. For this contributed copy (090 or 092), search in CUL the subject headings or tracings found in the following fields: 610, 611, 630, 700, 710, 711, 730.

### Verification

Depending on the place and date in the imprint of the order, you may have to search the work in the National Union Catalog (NUC) for a Library of Congress

entry unless you found a record on the OCLC data base input by LC; rules for this are given in Section IX. Search any titles published more than five years ago in a trade bibliography for availability if possible. If the work has been published in the United States or Great Britain within the last five years and the source on the Order Form is a well known journal or bibliography, you need not search the order further than OCLC, CUL, OC, and STL. If you have any doubt about the availability or existence of the work, try to verify it somewhere (Books in print, Forthcoming books, etc.). If it was published outside of the United States or in Great Britain and cannot be verified on OCLC or in NUC, search the appropriate national bibliography.

University Press Books

"University press" publications are an exception to the rules for verification. American and Canadian university press books (except for numbered series and multi-vols) are received on a "blanket order"; therefore, no unit order is placed for the first copy. If you do not find a university press book with a publication date of 1976 or later in CUL or on the STL, search Forthcoming books for the release date. Write the month and year of publication in the "comments" space on the Order Form. If you cannot verify a university press book in Forthcoming books, search in Books in print and Publishers' trade list annual. When you find a record for a university press book on OCLC that is not in CUL or on the STL, indicate if the record is "cip" and how many libraries (if any) have used the record to catalog the book. "CIP" stands for cataloging in publication. Books cataloged by LC prior to their publication have that designation. Looking at an OCLC record, you can tell that a record is for a CIP book. Look at the fifth line from the top, identify the characters "enc lvl." If the digit 8 follows, you have a CIP record. If not, you don't. After they are searched, give these orders to the reviser, who will pass them on to the Continuations Section.

PART IV

REQUEST CARDS

Suggestions for new books come on request cards from students and faculty members. One side of the card is for information about the book which is being requested; the other side is for the requester's name and address. Often the information given on these cards is incomplete; sometimes, the book is already in CUL.

Search most requests first on OCLC to try to establish the main entry. Write any information found on OCLC on the card in red ink or make a printout of the record. Search CUL, OC and the STL as for any order; the rules for verification are also the same as for other types of orders.

If the book is in CUL, check the appropriate box in the card, and write the name of the library which has the book, as well as the call number given to it. If the book is already on order (as shown on the STL), make a note on the Order Form in the Outstanding Order File (OOF) to notify the requester when the book is ready to circulate; and again, check the appropriate box on the card. If the Status List shows the book to be "in process" and the date it went in process is recent, look on the book trucks near the revising table to see if the book is still in the Acquisitions Department. If it is, write the name of the person who requested the book in the "notify" box of the Order Form (this will be in the book). If the book cannot be located in the Acquisitions Department, write down any extra information on the card and give it to the liaison assistant in the Catalog Department.

**PLEASE COMPLETE BOTH SIDES.** **LIBRARY REQUEST FORM**

**Your Name** Susan Livingston **Date of request**_____

**Author**_____, _____

**Title** Education as an industry

**Series** Universities national bureau conference series

**Place** Cambridge **Publisher** Ballinger **Date** 1976

**Edition**_____ **Volumes**_____ **Price**_____

**Source of Information:** _____

☐ **Book** ☐ **Periodical** ☐ **Thesis**

**Send to:** Cornell University Libraries
Acquisitions Department
or/
Place in Suggestion Box at Circulation

The title you requested:

___ Is in _____ Library.
Call # _____

___ Is in process for the Olin
_____ Library.

___ Will be ordered immediately:
YOU WILL BE NOTIFIED WHEN IT IS READY TO CIRCULATE.

___ Cannot be ordered because:

___ Is delayed because:

___ Olin Reference may be able to obtain on Interlibrary Loan.

☐ Your address: (Campus Address Preferred)

Susan Livingston
213 Olin Lib.

For books that CUL does not have or that are not on order, type an Order Form. In the "source" box, type "request" and the source used to verify the book (if it is necessary). In the "notify" box, type the name and address of the person who requested the book. Place the request card, Order Form and printout, if any, in the reviser's "in-box."

CALL NO 090
AUTHOR 1__ ___
TITLE 24___ Education as an industry
IMPRINT 260 ____ Cambridge, Mass. : Ballinger, 1976
COLLATION 300
SERIES 4 __ ___ Universities-National Bureau Conferenc series ; 28

ACCOUNT NO.

RUSH | RARE | SEQUENCE NO
DEALER NO. | VOLS | EDITION (250)
SOURCE request | U.S. CURR | FOR. CURR
CAT. NO | ITEM
POS | FD | 06 | A | COPIES
NOTIFY. DATE
Susan Livingston
Olin Lib.
INVOICE NO. | 2 AV | B H | IO | G
INVOICE DATE | COST
N.S.T. | KARDEX | ULS
CUL 0 | OC | STL 0 | LC

Flyers

Flyers are another major source of orders; they are announcements that publishers and dealers send out to advertise books. Most of them have already been funded by the Assistant Director for the Development of Collections or selectors. Search flyers on OCLC first to try to establish the main entry.

Search CUL, OC, and STL as for any other order; verification rules are also the same as for other orders. If the book is not already in CUL or on order, type an Order Form. In the "source" box type "flyer." When completed, attach the Order Form to the flyer and place them in the reviser's "in-box."

**NOVITA' - NEW BOOK**

**Giorgio Padoan**

**IL PIO ENEA, L'EMPIO ULISSE**

**Tradizione classica e intendimento medievale in Dante**

pp. 272, cm. 15 × 21,5 - L. 6.500

*The essays collected in this volume are concerned with specific problems; the method used is that of a detailed, accurate philological research. There is, however, a unifying thread running through the separate essays which provides the basis for a rigorously historical analysis; the author's examination of Dante's culture and his analysis of the reactions of contemporary readers is the starting point for a decidedly unorthodox attempt to achieve a general interpretation of Dante's poem. His conclusions, especially the proposal that an eschatological interpretation of the* Aeneid *is fundamental to a reading of the* Divine Comedy, *suggest a new critical approach to the exegesis of Dante at the present time.*

*The author's rich medieval scholarship and accurate knowledge of literary and theological works enable him to penetrate deeply into the ideological and cultural world of Dante, demonstrating how the literary ambition and eschatological yearning which coexisted in Dante were harmonised at certain important moments and juxtaposed at others. Thus the author succeeds in bringing back to literature's greatest poem all its vital and human meaning, in reviving all of its colours, in singling out its many complex motifs.*

GIORGIO PADOAN was born in Venice in 1933. He taught at Padua University for a number of years, and is now full professor of Italian Literature at Venice University. A pupil of Vittore Branca, he edits with him the journal *Studi sul Boccaccio*. As a Dante scholar he belongs to the school of Bruno Nardi, to whom he is indebted for his sound medieval scholarship. He has made his name among critics with a number of essays in Dante, Boccaccio, Ariosto, and Humanist and Renaissance Drama, and with his exemplary annotated critical editions of important Italian texts (among these, of interest to students of Dante, *De situ aque et terre*; BOCCACCIO, *Esposizioni sopra la Comedìa di Dante*). He is also the author of the most up-to-date and scholarly biography of Dante (*Introduzione a Dante*).

IV.3.

TYPE ___ BIB LVL 5 GOVT PUB ___ LANG ___ SOURCE ___ S L ENT ___
REPR ___ ENC LVL ___ CONF PUB ___ CTRY ___ SER TP ___ ALPHABT ___
INDX ___ MOD REC ___ PHYS MED ___ CONT ___ FREQUN ___ PUB ST ___
DESC ___ CUM IND ___ TITL PAG ___ REGULR ___ DATES ___

022 ___
041 ___
043 ___
047 ___

TYPE ___ BIB LVL m GOVT PUB ___ LANG ___ SOURCE ___ ILLUS ___
REPR ___ ENC LVL I CONF PUB ___ CTRY ___ DAT TP ___ M/F/B ___
INDX ___ MOD REC ___ FEST/SCHR ___ CONT ___
DESC ___ INT LVL ___ DATES ___

010 ___
040 ___
020 ___
050 ___
04900 ___

CALL NO 090

AUTHOR
1__ __ Padoan, Giorgio

ACCOUNT NO 130

RUSH | RARE | SEQUENCE NO

DEALER NO | VOLS | EDITION (250)

SOURCE flyer | U.S. CURR | FOR. CURR 6500 L

CAT. NO | ITEM

POS | FD | LIBRARY NO | A | COPIES

NOTIFY. DATE 1/4/78

TITLE
24__ __ Il pio enea : l'empio ulisse

IMPRINT
260 ___ . Ravenna : A. Longo, 1977

INVOICE NO. | 3 AV. | B N | LO | G

INVOICE DATE | COST

M.S.T. | KARDEX | MS

COLLATION
300

SERIES
4 __ __ L'Interprète; 5

CUL. | OC | STI | LC
✓ | 0

FOR CATALOGING DEPT. USE ONLY

OTHER ED.

5 ____

SAME ED.

6 ____

LC/NUC OTHER ED.

7 ____

NUC DATE | LC CARD NO 010

8 ___

AQ2a REV. 3/70

REC. SAV. | REC. PROD. | TERMINAL NOTES

CORNELL UNIVERSITY LIBRARIES ITHACA, N.Y.

## PART V

## MULTI-VOLS

A multi-vol is a group of volumes, numbered or unnumbered, issued over a period of time with a projected end.

Multi-vols have an open date in the imprint statement[1] (e.g., 1975- ), and v. in the collation statement.[2] Multi-vols which are still open have the last publication date and the number of volumes written in pencil. If the multi-vol is closed, these figures are typed in. CUL holdings are written in pencil under the call number.[3]

| | |
|---|---|
| Chem<br>QD<br>75<br>K81<br><br>pt.I,v.1-11 3<br><br>pt.II,v.1-9<br>11-15<br><br>pt.III,v.1-2 | Kolthoff, Izaak Maurits, 1894- ed.<br>Treatise on analytical chemistry, edited by I. M. Kolthoff and Philip J. Elving with the assistance of Ernest B Sandell. New York, Interscience Encyclopedia, 1959-1 2<br>27 v. illus. 24 cm.<br>Imprint on vols. 1975- : New York, Wiley.<br>Contents.--pt. 1. Theory and practice. 11 v. --pt. 2. Analytical chemistry of inorganic and organic compounds. v.--pt. 3. Analytical chemistry in industry. 2 v. |

### Types of Multi-Vols

There are three types of multi-vols; two types are for cataloging purposes, the third is only for ordering purposes.

Type one: an overall title for all volumes; one card in CUL indicates holdings.

HG
3881
A55
1974

Amin, Samir.
Accumulation on a world scale; a critique of the theory of underdevelopment. Translated by Brian Pearce. New York, Monthly Review Press, 1974.
2 v. (666) p.) 22 cm.
Translation of L'accumulation à l'échelle mondiale.

Type two: an overall title for all volumes and separate titles for the individual volumes which are listed in the contents note on the card: again, one card in CUL indicates the holdings.

BR
755
D25

Davies, Horton.
Worship and theology in England. Princeton, N. J., Princeton University Press, 1961-
v. plates. 24 cm.
Includes bibliographies.

CONTENTS.-

v.3 From Watts and Wesley to Maurice, 1690-1850.--v.4 From Newman to Martineau, 1850-1900.--v.5 The Ecumenical century, 1900-1965.

Type three: a multi-vol for ordering purposes only; this is a way of making sure that all the titles in a certain "set" are received. When a title arrives on this kind of multi-vol order, it is checked in on the multi-vol check record, then given to you for searching as a monograph and put on the status list as such, with the multi-vol title as a series note. This is particularly common with author series. This type of multi-vol might appear on the STL in the following way:

Thoreau, Henry David, 1817-1862 Princeton Princeton U.P. 1976
325 6340857 010277 CONT
writings v. 1 + CONT

Thoreau, Henry David, 1818-1862 Princeton Princeton U.P. 1977
325 7180886 050477 INP
Reform papers
His writings

There is a check record for each multi-vol in a file in the Acquisitions Department. Use the records to find out the holdings for the third type of multi-vol as there will not be a card in CUL to indicate the holdings. However, in cases where the author series is traced, an added entry card will be made and filed in CUL for the author series.

Also look at the check record when searching a recently published volume of an open multi-vol for which CUL has a continuation order. It may have been received and be waiting to be processed, or it may have been claimed. Also, you can get the holdings from the check record if there is a temporary catalog card in CUL for a multi-vol.

A multi-vol for which the order has been cancelled, but for which CUL does not have the complete set of volumes, does not have a closed entry (i.e., the dates and holdings remain in pencil). If such a multi-vol is not on the STL and has no check record, no more volumes have been ordered.

## Searching Multi-vols

### Searching CUL

When you search an open multi-vol (i.e., an incomplete set of volumes) and find the same edition in CUL, also incomplete, place two checkmarks under CUL on the Order Form, write the call number in the "same edition" box; write the holdings (e.g., CUL has v. 1 & 2) in the "comments" space.

When searching an open multi-vol if you find the same edition in CUL and it is closed (complete), write three checkmarks under CUL, write the call number in the "same edition" box, and the number of volumes (e.g., 4 v.) in the "comments" space.

When you search a closed multi-vol (i.e., a complete set of volumes), and you find that CUL has the same edition but it is open (i.e., not complete), write two checkmarks under CUL, and write the call number in the "same edition" box. Indicate the holdings (e.g., CUL has v. 1, 3, & 4) in the "comments" space.

When you search a closed multi-vol and you find the same edition of the multi-vol in CUL and it too is closed, place three checkmarks under CUL and write the call number in the "same edition" box. Write the number of volumes (e.g., 3 v.) in the "comments" space.

When searching one or more specific volumes of a multi-vol and CUL has other volumes of this edition, write two checkmarks under CUL and write the call number in the "same edition" box. Give the holdings in the "comments" space.

When searching one or more specific volumes of a multi-vol and CUL has the same volumes of this edition, write three checkmarks under CUL and write the call number. Give the holdings in the "comments" space.

When searching either a closed or an open multi-vol and CUL only has a different edition of the work, apply the same rules as for different editions of monographs: write the call number in the "other edition" box and write the imprint along with the number of volumes (for a closed multi-vol) or holdings (for an open multi-vol) in the "comments" space.

### Searching STL

Multi-vols on the STL are first "ORD" then "INP" and "STACKS" like other books. After ten weeks as "STACKS" instead of dropping off like monographs, the designation on the STL will be "CONT." Entries on STL for multi-vols look like this:

ORD 52 7412819 V. 1 & CONT
INP 48 6347984 3/10/77 v. 1 & CONT
STACKS PN 480 H91 v. 1 & CONT
PN 480 H91 also STACKS v. 1 & CONT
PN 480 H91 also CONT

In other words, if searching for a multi-vol in CUL revealed only "0" or one checkmark, and on the STL you find "v.1 & CONT. ORD," record three checkmarks under STL and give the order information in the "same edition" box.

If CUL has one or more volumes of a multi-vol (two checkmarks under CUL and the call number in the "same edition" box) and the STL shows "v. 1 & CONT. CONT." write "also CONT." after the call number.

The procedure is the same with different editions, but you must write the imprint information in the "comments" space.

v.5.

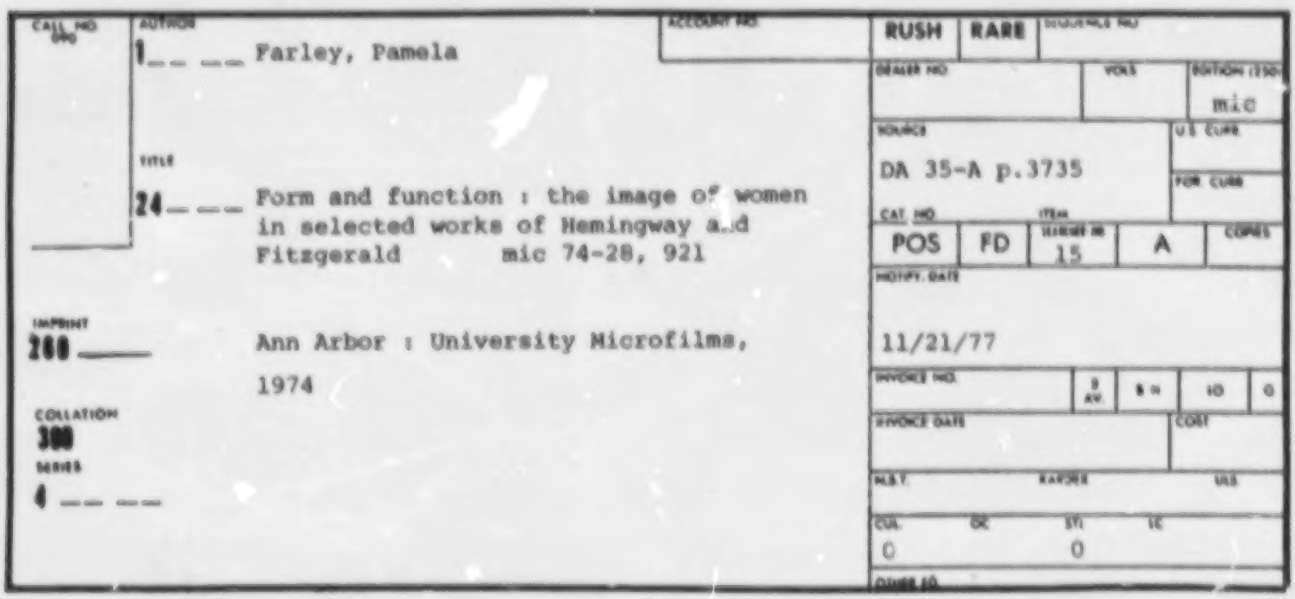
## PART VI

## THESES

Orders for theses usually have this indicated in the "comments" space. Search CUL and STL as usual. In most cases, the author's name is not in CUL because the thesis is usually the author's first work. If the name is in CUL, it may be less complete than it is on the order.

Most theses orders come from University Microfilms in Ann Arbor; Dissertation abstracts (DA; Ref Z 5055 U49 D61+; 1938-current) lists the doctoral theses which are available. DA publishes six volumes a year, plus cumulated author and "key-word" title indexes. In 1966, DA was divided into two parts: A - the humanities, and B - the sciences.

The orders for theses usually include the year of the dissertation. The indexes for that year indicate the page on which the thesis is listed (pagination is continuous throughout each year). Verify the name and title and copy the order number onto the Order Form after the title; and the word "mic." Unless specified otherwise, it is assumed that the order is for a positive microfilm (also write "mic" in the edition box); if the order is for Xerox, write "Xerox" instead of "mic" in both places. In the "source" box write the volume and the page where the thesis is listed. The imprint should read: Ann Arbor : University Microfilms, date of PhD.



For orders which do not give a source or the year for the PhD (or if it is not listed in DA), search Comprehensive dissertation index (CDI; Ref. Z 5055 U49 C73+). The first set covers dissertations pre-1972; other volumes are for 1973, 1974, etc. The index of CDI gives the year of the PhD and sometimes gives the order number from DA (if this is the case, it must still be verified in DA). If the thesis is not available from University Microfilms, CDI will sometimes give another source.

If both DA and CDI fail, search American doctoral dissertations (ADD: Ref Z 5055 U49 D609+) or Master's abstracts (MA; Ref Z 5055 U49 M4).

When a thesis is a translation of another work, the original author is the main entry in CUL, whereas DA, etc., list the thesis under the PhD candidate. Search both the original author and the dissertation author in CUL and on the STL.

## PART VII

## REPLACEMENTS

A replacement order is prepared for a book which is missing and which is to be replaced. Replacement orders are typed on the standard Order Form and sent over from the departmental libraries; in Olin, the Circulation Department usually types these orders. Each library has a special fund for replacements:

| | | |
|---|---|---|
| Olin | - | 291 |
| BPA | - | 292 |
| Engr. | - | 293 |
| FAL | - | 294 |
| ILR | - | 806 |
| Math | - | 295 |
| Music | - | 296 |
| Phys. Sci. | - | 297 |
| Undergrad. | - | 298 |
| Afr. | - | 299 |

### Searching

Most replacement orders give information about the book which is to be replaced; the call number is in the "same edition" box, followed by the word "msg." The "comments" space should read "REPLACEMENT."

Search CUL first to make sure that the information supplied is correct. Occasionally, the cards in CUL have been pulled for the book which is missing; in this case, you must look in the shelf list to verify the information. When this occurs, write a note in the "comments" space that the main cards have been pulled, but that the shelf list card is still filed ("no card in CUL; S.L. filed").

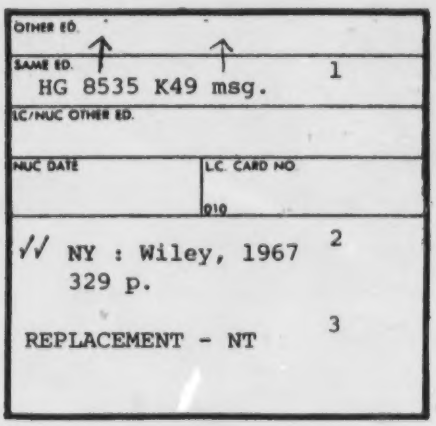
Search the STL to be sure that a replacement has not already been ordered. Then, if the order is for a book published within the last five years, return the Order Form to the reviser (you are assuming that the book is still in print). If the imprint date is earlier, check the appropriate trade bibliography to find out if the book which was lost is still available. For American imprints which are not in BIP, search BBIP (and vice-versa).

Technical and Non-technical Replacements

A replacement is either technical or non-technical. A technical replacement is an exact replacement of the book which is lost. For a technical replacement, it is not necessary to search NUC or the OC.

When a different edition of the book which is missing must be used as a replacement, this is considered a non-technical replacement. For non-technical replacement, NUC and/or the OC may have to be searched, depending on the imprint date.

When choosing a different edition as a non-technical replacement, select the one (if there is a choice) which is most similar to the book that is missing. Change the imprint on the Order Form to conform to the book which will be ordered. The book to be replaced then becomes a "different edition." Move the call number of the missing book to the "other edition" box with arrows[1] and write the imprint information in the "comments" space.[2] Change the "comments" space to read "REPLACEMENT-NT."[3] Depending on the imprint date of the non-technical replacement, you may have to search NUC.



Reprint Catalogs

If no edition of the missing work is listed in a trade bibliography, search reprint and microform catalogs. These are:

1. Books on demand, Ann Arbor : University Microfilms, 1975-
2. Guide to microforms in print, Washington : Microcard Editions, 1961-
3. Guide to reprints, Washington : Microcard Editions, 1967-
4. Internationale bibliographie der Reprints, München : Verlag Dokumentation, 1976-

If the work is listed in Books on Demand (BD), change the imprint on the Order Form to "Ann Arbor : University Microfilms, date of original edition." The price given in BD is for soft-cover Xerox copy; hard-cover Xerox copy and microfilms are also available. Determine the price of each following the instruction in the introduction to BD and list all three prices in the "comments" space. BD also gives an order number which you write after the title on the Order Form.

Guide to microforms in print (GTM) is a listing of works available in several types of microform. Each entry has a code for the type of microform, the price, and the publisher. Change the information on the Order Form to conform with what is available.

Both Guide to reprints (GTR) and Internationale bibliographie der Reprints (IBR) give complete imprint information for each listing. Copy this information onto the Order Form. Treat any work found in the above catalogs as a non-technical replacement.

If no edition of the book is available, give the Order Form to the reviser who will place a "locate/offer" request with a dealer, put the book on the TAAB list, etc. You need not search NUC as a technical replacement may still be found.

When preparing replacement orders, some libraries give information for the book which is available instead of information for the book which is missing. You must check their searching to make sure that all the information is correct and to add information about the missing book.

## PART VIII

## SERIES

A series (as opposed to a serial) is, in most cases, an irregularly issued publication, each volume having a distinct author/title, or main entry. A series differs from a multi-vol in that it has no projected end.

### Series Searching

First, search the "Monographic Series Kardex"(MSK). This Kardex has entries for all series received on standing order. If a series "checks in" to the Kardex, the order is processed through the Continuations Section.

If the series is in MSK, record the Series Authority File (SAF) decision from the back of the record. If the monograph is due on standing order, but has not yet been received, it must be claimed. If the monograph is marked "order A," or if it is a replacement or an added copy, it is unit-ordered through the Continuations Section, not the general searching section.

If the series is not in MSK, search the "Series Authority File" (SAF). There are three possible decisions:

1. Series not started (SAF/SNS): no record is kept of CUL holdings for this series; no added entries are filed for the series in CUL.
2. Series classed separately (SAF/CL.SEP.): there is a series added entry card filed for each volume in the series.
3. Series classified together (SAF/SER.CL.): all volumes in the series have the same call number. An entry for the series is filed in CUL saying: "For holdings see shelf list." In the shelf list the holdings are filed numerically.

Copy the series statement onto the Order Form exactly as it appears in SAF. Along the side of the SAF card is a list of the college and departmental libraries; a checkmark beside one of them indicates that the series decision applies to that library. If the order is for a library not checked, copy the series decision and make a note: "No series decision for _____." Occasionally the series decisions vary by library--record only the decision pertaining to the fund/library on the Order Form.

Series searching is complete with MSK searching and SAF decision; but, if the series is not in SAF, you must search CUL.

Searching symbols (one checkmark, 0, etc.) follow the same general rules as for monograph searching, with the following exceptions:

1. Series entries: only phrases which are followed by periods are indicated by one checkmark; e.g., if SAF has the first phrase but not the second within the title of a series, symbols you use reflect the punctuation:

   Perspectivas do homem. Serie antropologia SAF √/0

   Perspectivas do homem : serie antropologia SAF 0

2. Corporate series entries: if the entire corporate body is established but not the series title, you use one checkmark. If other elements of the corporate body are missing, you use the √/0 system in the same way as for the searching of corporate main entries.

3. If a series is in MSK you mark "MSK/√√" if the number is to be claimed, or "MSK/√√√" if the number has been received.

Author Series

The only series searched by the "general" searchers (in contrast to the series searchers) are author series. All author series are searched by the general searchers. An author series is usually identified by a "his," a "her," or a "their" in front of the title of the series ("its" is not considered an author series). When a title has a series note: "The complete works of _____," this is also considered an author series. On catalog cards, the correct form of the series is found in the tracings, not in the collation statement.

PR
6031
0966
C3
1960

Powell, Anthony, 1905-
Casanova's Chinese restaurant. 1st. ed.
Boston : Little, Brown, 1960
229 p. 21 cm. (His The music of time ; 5)

I. Title. II. Powell, Anthony, 1905-
The music of time ; 5.

Search author series in CUL, STL, and SAF. Use the same searching symbols for these as those used for normal searching in CUL and on the STL. When an author series is in CUL, give the holdings (e.g., CUL has 1, 2, 3, etc.). Use the following symbols to show SAF searching:

| | |
|---|---|
| SAF / C | Author not represented. |
| SAF / ✓ | Author is represented, but not with the series being searched |
| SAF / SNS<br>SAF / CL. SEP.<br>SAF / SER CL. | As for other series. |

Many author series are ordered as multi-vols so that CUL gets the complete set of titles. These will show up on the STL.

## PART IX

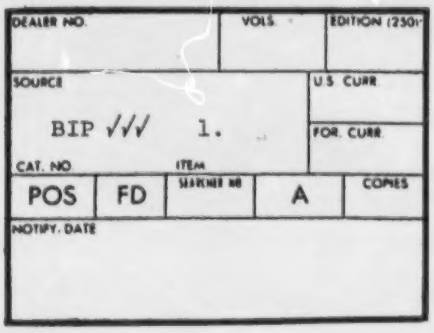
## BIBLIOGRAPHIES

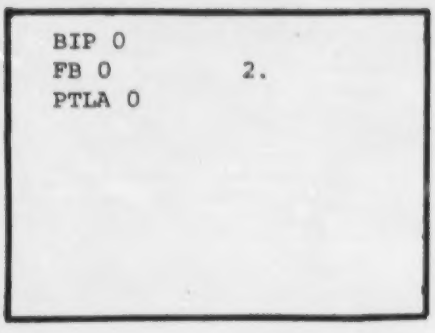
In this section are cited the bibliographies and other tools for verification that you will use most often. Use these sources to determine the correct main entry (and to obtain other bibliographic data) for a work, or to verify the existence and/or availability of a title.

For the purpose of determining a main entry, search the National union catalog (NUC) and the Ohio College Library Center (OCLC) data base. To verify existence, look in NUC, OCLC, and various national bibliographies. Use trade bibliographies to verify availability.

First, in this section, there is a description of searching in NUC and on OCLC; then the trade and national bibliographies are listed. They are arranged by language group, English language bibliographies followed by foreign language bibliographies. The foreign language group is subdivided into a Germanic language section and a Romance language section. Within each section and subsection, the bibliographies are in alphabetical order by country. Each citation includes main entry, title, place of publication, and date of the first volume/issue. The abbreviation used by the Acquisitions Department for each bibliography is in parentheses along with the location symbol and the call number (if no call number is given, the item is in the Acquisitions Department). In most cases, the frequency of the publication is given along with a brief description of the organization of entries.

When a book is listed in any of the trade or national bibliographies, indicate this in the "source" box on the Order Form.[1] There is a space on the Form specifically designated for showing NUC and OCLC searching. Fill in any blanks on the Form, and change any incorrect information. If the entry cannot be verified, list



the sources searched in the "comments" space or in the "source" box with a "0."[2] See example on IX.1.

Searching NUC

All English-language imprints pre-1968, French imprints pre-1972, and German and Spanish imprints pre-1975 are searched for Library of Congress catalog copy in NUC unless the work being searched has already been cataloged by Cornell.

Since 1956, the National union catalog has been a regular publication, with nine monthly issues, three quarterly cumulations, annual cumulations, and quinquennial cumulations. The following major cumulations have also been made:

The National union catalog, pre-1956 imprints..., London, 1968- (MANS; Biblio Z 881 U49 A208++) is an alphabetical arrangement of copies of main entry cards for works with pre-1956 imprints which the Library of Congress and contributing North American libraries have cataloged; there are cross-reference cards and numerous added entry cards. The publication of these volumes has not yet been completed, so for "Bible" entries and for the last letters of the alphabet the various Library of Congress catalogs are searched.

The National union catalog, 1956 through 1967..., Totowa, 1970-72 (R & L; Biblio Z 881 A1 C215++) has copies of the main entry cards for books cataloged by the Library of Congress and contributing libraries between 1956 and 1967.

In the above volumes, Library of Congress copy is distinguished from "contributed" copy by the dark type used for the main entry and by the Library of Congress card number. Use the same checkmark system to show searching in NUC as that used to show searching in CUL. Indicate contributed copy by parentheses around the checkmarks, i.e., "(✓);" Library of Congress copy is indicated with plain checkmarks.

When you find only ✓, (✓), "0", ✓✓ or (✓✓) in NUC, search two more cumulations, or in the case of 1970 or later imprints, search to date. Give imprint information for two-check and three-check items in the "LC/NUC other edition" box.[3]

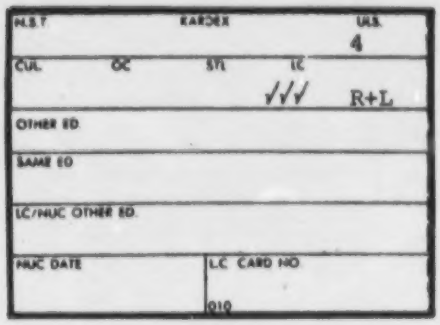
| SAME ED. | 3 |
|---|---|
| LC/NUC OTHER ED. | 2d. ed. |
| Paris: Plon, 1930. 181 p. | |
| NUC DATE | LC CARD NO. |
| MANS | 010 |

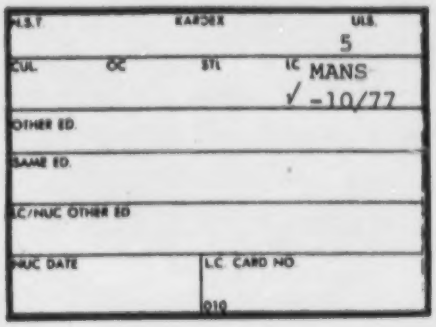
IX.2.

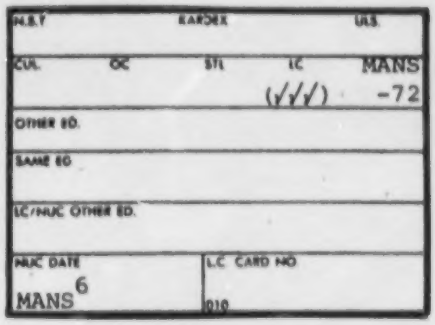
When you find (√√√), search at least two more annual cumulations.

For a three-check or the nearest two-check item, make a photocopy of the card; cut it to a 3" x 5" size and attach it to the back of the Order Form.

Indicate next to the search symbol where you found a three-check item[4] or which cumulations you searched.[5] Use the "NUC date" box to show where you found any √√, (√√), or (√√√) items.




When searching a work which is a reprint and CUL does not have the edition from which it is reprinted, search NUC to find copy for the original edition if there is no copy for the reprint.

OCLC Searching

The Ohio College Library Center (OCLC) system is an "on-line" national union catalog. The computer is in Ohio and there are terminals throughout the country. The Library of Congress and other libraries input records for books they catalog. In 1968, the Library of Congress began putting copy for English-language imprints on the computer; the following list shows some of the languages which have been added since 1968.

| 1972 | 1976 |
|---|---|
| French | Danish |
| | Dutch |
| 1975 | Estonian |
| German | Finnish |
| Spanish | Frisian |
| | Icelandic |
| | Italian |
| | Norwegian |
| | Rumanian |
| | Swedish |

You can search on OCLC by author (both corporate and personal), title, author/title, Library of Congress card number (LCCN), International Standard Book Number (ISBN), and OCLC number. The different types of searches are described below.

The key for a personal author search consists of the first four letters of the author's last name, a comma, the first three letters of the author's first name, a comma, the first letter of the author's middle name. For example, to search "White, Elwyn Brooks" the search key is "whit,elw,b."

A corporate or conference author search is done with the same search key structure as for a personal author search but prefixed with an equal sign. For example, to search "Orthodox Eastern Church" the search key is "=orth,eas,c." Certain words are deleted when they are found at the beginning of the name of a corporate or conference author; they are:

| | | | |
|---|---|---|---|
| a | Delaware | Maine | Senate |
| an | Department | Maryland | Society |
| the | Dept. | Massachusetts | South |
| for | East | Michigan | South Carolina |
| of | Florida | Minnesota | South Dakota |
| an | France | Mississippi | State |
| Alabama | Georgia | Missouri | Subcommittee |
| Alaska | Great Britain | Montana | Symposium |
| American | Gt. Brit. | National | Tennessee |
| Arizona | Gt.Brit. | Nebraska | Texas |
| Arkansas | Hawaii | Nevada | U. N. |
| Association | House | New Hampshire | U. S. |
| Australia | Idaho | New Jersey | U.N. |
| Bureau | Illinois | New Mexico | United Nations |
| California | India | New York | United States |
| Canada | Indiana | North | University |
| Colloquium | Institute | North Carolina | U.S. |
| Colorado | Institution | North Dakota | Utah |
| Commission | International | Ohio | Vermont |
| Committee | Iowa | Oklahoma | Virginia |
| Conference | Joint | Oregon | Washington |
| Congress | Kansas | Pennsylvania | West |
| Connecticut | Kentucky | Rhode Island | West Virginia |
| Council | Louisiana | Seminar | Wisconsin |
| | | | Wyoming |

To construct a search key using a corporate or conference author, check whether the first word in the author's name appears in the stoplist. If the first word is <u>not</u> a stopword, begin the search key with that word and make no further reference to the stoplist.

A title search key consists of the first three letters of the title (initial articles are deleted), a comma, the first two letters of the second word, a comma,

the first two letters of the third word, a comma, the first letter of the fourth word. For example, to search "A remembrance of things past" the search key is "rem,of,th,p."

An author/title search is done with the first four letters of the author's last name, a comma, the first four letters of the title. To search "Woolf, Virginia + The years" the search key is "Wool,year."

A Library of Congress Card Number (LCCN) search key consists of the number with the hyphen.

An International Standard Book Number (ISBN) search key consists of the number without the hyphen.

An OCLC number search key consists of the number sign (#) followed by the number.

## English Language Bibliographies

### Australia

Australian books in print, Canberra, 1951- (ABIP; Ref. Z 4011 A93) is the annual trade bibliography for Australian imprints. It has authors and titles in one alphabet. There is a section on book trade news and a list of publishers, their addresses, and distributors at the back of the volume.

Australian national bibliography, Canberra, 1961- (ANB; Ref. Z 4011 C21 A92+) is issued weekly with cumulated indexes every month; all entries are cumulated quarterly and annually. The entries are arranged by subject with an author/title index. Earlier Australian imprints can be found in Canberra, Australia. National Library. Annual catalogue of Australian publications, Canberra, 1936-1960 (Z 4011 C21).

### Canada

Canadiana, Ottowa, 1951- (CANAD; Biblio Z 1365 C23+) is published by the National Library of Canada. It is issued monthly in two sections. The first section lists monographs, theses in microform, serials, monographic series, pamphlets, and government publications. The second section lists films and sound recordings. Section one has three indexes, the first one (index A) is an author/title index, the other two (B and C) are subject indexes. Frequently works are listed under both the French and the English versions of corporate authors and titles.

Canadian books in print, Toronto, 1967- (CBIP; Biblio Z 1365 C215+) is an annual trade bibliography with separate author and title sections. A list of publishers and distributors with addresses is at the end of the volume.

Canadian government publications, Ottowa, 1953- (CGP; Ref Z 1373 C21) is published monthly and cumulated annually. The entries are arranged by government department and there is a general index for each issue. There are separate English and French sections.

Great Britain

British books in print, London, 1894- (BBIP; Biblio Z 2001 R33+) is an annual two-volume trade bibliography. Authors and titles are in one alphabet, publishers and distributors are listed in the front of the first volume.

British Museum. Department of Printed Books. General catalogue of printed books, Photolithographic edition to 1955, London, 1959-66 (BRIT. MUS.; Biblio Z 921 B87++) represents the holdings of the library of the British Museum. It is an excellent source for older imprints. The entries are arranged alphabetically by author (anonymous works are listed under title). There are two hundred and sixty three volumes in the basic set; several supplements have been issued.

The British national bibliography, London, 1950- (BNB; Biblio Z 2001 B86+) is a very good source for current British publications. BNB is issued weekly and has a cumulated index each month; there are also quarterly and annual cumulations of all entries. The entries are arranged by subject with an author/title and a subject index. In 1976, BNB began including some "CIP" entries.

Whitaker's books of the month and books to come, London, 1970- (WHIT) lists books with recent or projected publication dates. Authors and titles are in one alphabet. WHIT is issued monthly and has semi-annual and annual cumulations (Biblio Z 2005 W57).

United States

Books in print, New York, 1948- (BIP) is a trade bibliography which serves as the index to the Publishers' trade list annual. The volumes of BIP most often used by the Acquisitions Department searchers are the two volumes of author listings and the two volumes of title listings.

The Cumulative book index, Minneapolis, 1898- (CBI; Z 1219 C97) claims to be a "world list of books in the English language." It is issued monthly and cumulated annually. Authors, titles and subjects are listed in one alphabet.

Forthcoming books: a bi-monthly updating of Books in print, New York, 1966- (FB) lists books which have a very recent or a projected date of publication. FB is issued in one volume, six times a year. The first part of each volume lists books by author; the second part lists them by title.

The Publishers' trade list annual, New York, 1873- (PTLA) is a multi-volume collection of publishers' catalogs. The first volume has a list of the publishers represented. Each catalog is set up differently and the amount of information given varies.

## Germanic Language Bibliographies

### Austria

Österreichische Bibliographie, Wien, 1945- (OB; Ref Z 2105 0295) is issued every two weeks and cumulated annually. The entries are arranged by subject; each issue has author and title indexes.

### Denmark

Dansk bogfortegnelse aarskatalog, Kobenhavn, 1851- (DANSK; Ref Z 2561 D19) is the Danish national bibliography. It is issued monthly and cumulated annually. The entries are listed alphabetically by author and title.

### Germany - East

Deutsche Nationalbibliographie, Leipzig, 1931- (DNB; Ref Z 2221 D48) is East Germany's national bibliography. In addition to East German publications it includes some West German, Austrian, and Swiss imprints. DNB is divided into Reihe A (book trade publications), Reihe B (non-book trade publications), and Reihe C (dissertations). The entries are arranged by subject and there is an author and a keyword index.

Jahrsverzeichnis der Verlagsschriften..., Leipzig, 1945/46- (JV: Ref Z 2221 J25+) is the annual cumulation of DNB's Reihe A and Reihe B.

Jahresverzeichnis der Hochschulschriften der DDR, BRD und Westberlins, Leipzig, 1885- (JVH; Ref Z 5055 G37 B5) lists East German dissertations. The entries are arranged by university with an author and a subject index. For more recent dissertations Reihe C of DNB is used.

### Germany - pre-1945

The following bibliographies are catalogs of three German bookdealers:

Heinsius, Wilhelm. Allgemeines Bücher-Lexikon, Leipzig, 1812-94 (HEIN; Ref Z 2221 H47) covers the period 1700-1892. The entries are listed alphabetically by author or title in chronological periods.

Hinrichs' Katalog, Leipzig, 1857-1913 (HIN; Ref Z 2221 H85) lists books from the period 1851-1912. Entries are alphabetical by author.

Kayser, Christian Gottlob. Vollständiges Bücher-Lexikon, Leipzig, 1834-1911 (KAYS; Ref Z 2221 K23+) is an author list covering the years 1750-1910. KAYS was continued by Deutsches Bücherverzeichnis, Leipzig, 1911- (DBV; Ref Z 2221 K25+) which follows the same format as HIN and KAYS. It is issued in five-year cumulations.

Germany - West

Frankfurt am Main. Deutsche Bibliothek. Deutsche Bibliographie, Frankfurt am Main, 1947- (DB; Ref Z 2221 B58) includes "all" books published in East and West Germany and German language books published in Austria and Switzerland. It is issued every two weeks, and is cumulated annually. The arrangement of entries is by subject: there is an author index and a title index. DB is divided into Reihe A (publications of the book trade), Reihe B (non-trade books), and Reihe C (maps).

Frankfurt am Main. Deutsche Bibliothek. Deutsche Bibliographie Hochschulschriftenverzeichnis, Frankfurt am Main, 1972- (DBH; Ref Z 5055 G37 F82) lists West German dissertations. The entries are arranged by subject; there are author and title indexes. DBH is issued monthly and cumulated annually.

Frankfurt am Main. Deutsche Bibliothek. Deutsche Bibliographie Halbjahresverzeichnis (HJV; Ref Z 2221 B581++) is the semi-annual cumulation of DB's Reihe A and B.

Gesamtverzeichnis des deutschsprachigen Schrifttums, München, 1976- (GV; Ref Z 2221 G39+) is the cumulation of entries from several German bibliographies covering the period 1911-1965. Entries are arranged alphabetically by author or title.

Verzeichnis lieferbarer Bücher, Frankfurt am Main, 1971/72- (VLB; Ref Z 2221 V57+) is an annual trade bibliography for West German imprints. It also functions to some extent as a list of forthcoming publications. There are several volumes of listings by author; numerous cross-references are provided.

The Netherlands

Brinkman's cumulatieve catalogus van boeken, Amsterdam, 1883-93; Leiden, 1903- (BRINK; Ref Z 2431 B85/86) is published monthly and cumulated annually. Entries are arranged alphabetically by author with many cross-references.

Norway

Norsk bokfortegnelse, Oslo, 19??- (NORSK; Ref Z 2591 N86301+) is the Norwegian national bibliography. It is issued monthly and cumulated annually by Norsk bokfortegnelse, Aarskatalog, Oslo, 1952- (Ref Z 2591 N863+). The entries are arranged alphabetically by author and title; there is a subject index.

Sweden

Svensk bokförteckning, Stockholm, 1953- (SVENSK; Ref Z 2621 S958) is Sweden's national bibliography. It is issued monthly and cumulated annually. The entries are alphabetical by author and title.

Switzerland

Das schweizer Buch, Bern, 1901- (SB; Ref Z 2775 S408) lists publications in all languages of Switzerland, not just German. SB is issued monthly and cumulated annually. Entries are arranged by subject with an author and a title index.

Romance Language Bibliographies

Belgium

Bibliographie de Belgique, Bruxelles, 1875- (BELG; Ref Z 2405 B58+) is issued monthly and cumlated annually. Entries are arranged by subject and most issues have an author/title index.

France

Bibliographie de la France, Paris, 1811-1971 (BDLF; Biblio Z 2165 B58+) was a weekly publication with annual cumulations. The entries are arranged by subject and there is an author index and a title index. In 1972 BDLF merged with another French trade bibliography to become Bibliographie de la France - Biblio (Biblio Z 2165 B585+). The format is the same as that of the original BDLF. Regular supplements to BDLF feature music, maps, theses, official publications, and series publications.

Le Catalogue de l'édition française, Port Washington, N.Y., 1970- (CEF; Biblio Z 2161 C349+) is an annual trade bibliography for French imprints. It claims to list all books published in the French language which are currently available. There are six volumes: two are author listings, two are title listings, and two are subject listings. There is a special section at the end of the second title volume where those titles beginning with numerals are listed. There is also a list of publishers and series in this volume.

Catalogue général de la librarie française, Paris, 1840-1927 (LORENZ; Biblio Z 2161 C35) is an excellent source for nineteenth and early twentieth century works. There are several volumes for sets of years. Works are listed by author and title and indexed by subject.

Paris. Bibliothèque nationale. Département des imprimés. Catalogue général des livres imprimés, Paris, 1900- (BN; Biblio Z 927 P2) lists the holdings of the national library by author. Each volume includes all French books published up to the date of that volume. There are several supplements which include title entries and anonymous works.

Querárd, Joseph Marie. La France littéraire ..., Paris, 1827-64 (QUER; Biblio Z 2161 Q4) has ten volumes of author listings and two volumes which list pseudonymous and anonymous works.

Italy

Bibliografia nazionale italiana, Firenze 1958- (BNI; Biblio Z 2345 F631+) is issued monthly. The entries are arranged by subject and there are author, title, and subject indexes. In some of the annual cumulations of entries the indexes are not cumulated.

Catalogo dei libri in commercio, Milano, 1975- (CLC; Biblio Z 2341 C355+) is an annual trade bibliography for Italian imprints. There are separate author, title, and subject sections. Titles beginning with numerals are listed at the end of the title section. A list of publishers and their addresses is at the beginning of the volume.

Florence. Biblioteca nazionale centrale. Catalogo cumulativo, 1886-1957, Nendeln, 1968 (CUBI; Biblio Z 2341 F63+) is an alphabetical listing by author of Italian works published pre-1957 which are in Italy's national library. The last two volumes (40 and 41) are indexes of secondary authors, translators, etc. which appear in the CUBI entries.

Giornale delle libreria, Milan, 1888- (GL; Biblio Z 2345 G49++) lists recent Italian publications. It is issued monthly and there are no cumulations. Entries are arranged by publisher and there are author and subject indexes.

L'Informazione bibliografica, Bologna, 1975- (INF.BIB.' Biblio Z 2341 I43) is published three times a year. The entries are listed by author, title, and key-word.

Luxembourg

Bibliographie luxembourgeoise, Luxembourg, 1944/45- (LUX: Ref Z 2461 B58) is published monthly; cumulations are annual and quadrennial. The entries are arranged by subject, and there is an author index.

Spain

Libros españoles. Catálogo ISBN, Madrid, 1973- (ISBN; Ref Z 2681 L69+) is an annual bibliography listing recently published Spanish language books which have an ISBN. Entries are under author, title, and subject.

Libros en Venta en Hispanoamérica y España, New York, 1964- (LHE; Ref Z 1605 L69+) is a trade bibliography which covers Spanish language imprints. It has separate author and title listings.

## PART X

## BOOK-IN-HAND SEARCHING

### Re-searches

Re-searches are done for books which have been ordered, received, and need some additional work before they are sent to the Catalog Department. Instructions to the searcher from the reviser will be in the book with the Order Form, the INP card, and a yellow directional flyer (on which will be circled the name of the library to which the book is going). There are several kinds of re-searches.

### Re-search under _____

Usually this means that there has been a change of main entry, title, edition, etc. Search the book again in CUL, STL, and possibly in NUC with the new entry. In some cases, you will have to type a new Order Form.

### Search also under _____

Some additional information is needed about this book before it can be sent to the Catalog Department. Show this searching in the "comments" space.

### Pull main entry

This is done for added volumes and added copies. Fill out a green temporary catalog card with the main entry, title, imprint, and call number. Circle the reason for pulling the main card, date and initial the "temp," then pull the main card, and file the "temp" in its place. Before returning the book to the revising table, make sure that added copies and volumes have a white flyer inserted with

E
499
D73
L7
1975

TEMPORARY CATALOG CARD

Cat. 27

Author: Douglass, Frederick, 1817-1895

Title: The Life and Writings of Frederick Douglass

Ed.:

Imprint: N.Y.: Internat. Publishers Date: 1975

This card temporarily replaces the main entry, which has been removed in order to:

1. Add another copy (2.) Add another volume v.5
3. Catalog for _____ Library.
4. Correct, as below: 5. Reclassify from:

Date: 4-22-77

Initials: JAM

either "added volume" or "added copy" checked. Write the call number with the appropriate volume/copy number in the top right-hand corner of the flyer. Attach the Order Form, the in-process card, and the main entry card to the white flyer, and insert them behind the title page.

There is one exception to the above rule: Never pull ILR main entries as added copies for this library are not shown in CUL.

Search Completely

Books which libraries have acquired on their own, and duplicates from one library which another library is taking are the most frequent cases of "Search completely and type AQ-II." Some libraries type their own Order Forms for these books, in which case you may have to make some changes. Book-in-hand searching is done in much the same way as pre-order searching; in other words, search OCLC, CUL, OC, STL, and NUC as necessary. Some books have CIP (cataloging in publication data) on the verso of the title page; use it. It is Library of Congress cataloging.

After searching or re-searching a book, edit the slip, put the slip and the in-process card behind the title page, and place the book on the revising table.

Special Problems

"Bound-withs"

When two or more discrete works are bound together and the pages are numbered separately, search each title and type an Order Form for each.

If there is an instance of the above and there is an overall title on a separate title page, only an Order Form for the overall title is necessary. However, you must indicate by your searching whether CUL has other editions of the works involved.

If two or more works are bound together with pages consecutively numbered, type an Order Form for the first title only. As above, indicate in your searching whether CUL has other editions of the works involved.

Imprint date

If there is Library of Congress copy, CUL follows it; if there is no Library of Congress copy, apply the following rules:

1. Use the date on the title page unless it is merely a printing date. Always write a copyright date as follows: c.1975; printing dates have no specific notation.

2. If there is no date on the title page, and there is an edition statement with a date on the verso, use the edition statement date (i.e., First Bantam edition 1974).

3. If there is a date on the title page and both an edition statement with a different date from that on the title page and a copyright date on the verso, use the edition statement date, followed by "t.p. - date," e.g., "1973, t.p. 1975."

4. If there is no date on the title page and no edition statement with a date on the verso, use the most recent copyright date.

5. For added copies and replacements: if another copy of the same edition with a later printing date is received, a new set of cards will not be made. A note will be added to the shelf list card indicating the latest title page date; in other words, this is still considered an added copy or a technical replacement.

Choice of entry

When questions arise as to choice of main entry, refer to the section on Library of Congress cards and/or ask one of the revisers.

Unbindables

A book which is falling apart is usually sent to the Bindery; however, not all books can be repaired or rebound. A book is considered unbindable if it contains plates, the inner margin is less than one inch, the paper is brittle, many pages are marked up and annotated, or if pages are missing. The unbindables are kept in the basement, and are arranged in call number order. Each book has a pink flyer and a McBee card in it; the McBee card has the call number of the book, the author and the title.

To search an unbindable, pull the McBee card from the book. Go to the shelf list for the complete main entry, title, the imprint information, etc. If Olin has other copies or editions of the book, note them on the McBee card. Search CUL for holdings in other libraries. Search the appropriate trade and reprint bibliographies for available editions. Show all searching on the McBee card. The Acquisitions Librarian goes through the books and marks the cards with a decision (e.g., discard, bindery, order replacement).

If the book is not to be replaced, stamp "WITHDRAWN" on the book-plate and the title page. Fill out a pink card and send it to the Withdrawals Assistant in the Catalog Department.

| | |
|---|---|
| PQ<br>6641<br>A42<br>T5<br>1927 | **Author** Valle-Inclan, Ramon del.<br>1870-1956<br><br>**Title** Tirano Banderas |
| **Imprint** | Madrid:Imprente Riuadeneyia,<br>1927 |
| **This title or copy has** | **been discarded please** |
| **correct or remove** | **catalog records** |

Remove the flyers and place the book on the "Book Sale" shelf (if the book is missing pages, it should instead be discarded). Annotate the McBee card and send it to the Circulation Manager.

If the book is to be sent to the Bindery, leave the pink flyer in, annotate the McBee card and leave it in the book and give both to the Circulation Manager.

If a replacement is to be ordered, place the book on the "Book Sale" shelf or return it to the Circulation Manager until the replacement arrives,

according to the Librarian's decision. If the book is going to the Book Sale, stamp it "WITHDRAWN" and put on the shelf. You do not notify the Catalog Department because the book will be replaced. If the book is going to the Circulation Manager, write "Repl. ordered, date" on the McBee card and leave it in the book.

If the book is falling apart and cannot be replaced, stamp it "UNBINDABLE" and give it to the Circulation Manager who may be able to get it repaired.

If the book is part of a multi-vol, check the condition of the other volumes in the stacks.

Type an Order Form for an unbindable as for a regular replacement order, but in the "comments" space type in red: "Send flyer only to Circ." If the unbindable was put on the Circulation Manager's shelf until the replacement arrives, you must also type "Remove copy from the Circulation Manager's shelf when repl. arrives" in the "comments" space.

CALL NO. 090

AUTHOR
1__ __ Sharif, Muzafer, 1905-

TITLE
24__ __ Social judgement / OP 2003073

IMPRINT
260 ____ Ann Arbor : University Microfilms, 1961

COLLATION
300

SERIES
4 __ __

FOR CATALOGING DEPT. USE ONLY

5 ____

6 ____

7 ____

8 ___

ACCOUNT NO. 239

RUSH | RARE | SEQUENCE NO.

DEALER NO. | VOLS | EDITION (250) XEROX

SOURCE BD ✓✓✓ | U.S. CURR. 26.90 | FOR. CURR.

CAT. NO. | ITEM | NUMBER OF COPIES 24 | A

POS | FD

NOTIFY. DATE

INVOICE NO. | 2 AV | B H | LD | C

INVOICE DATE | COST

N.S.T. | KARDEX | ULS

CUL. ✓✓ | GC | STI 0 | LC

OTHER ED. HM 261 S55

SAME ED.

LC/NUC OTHER ED.

NUC DATE | LC CARD NO. 010

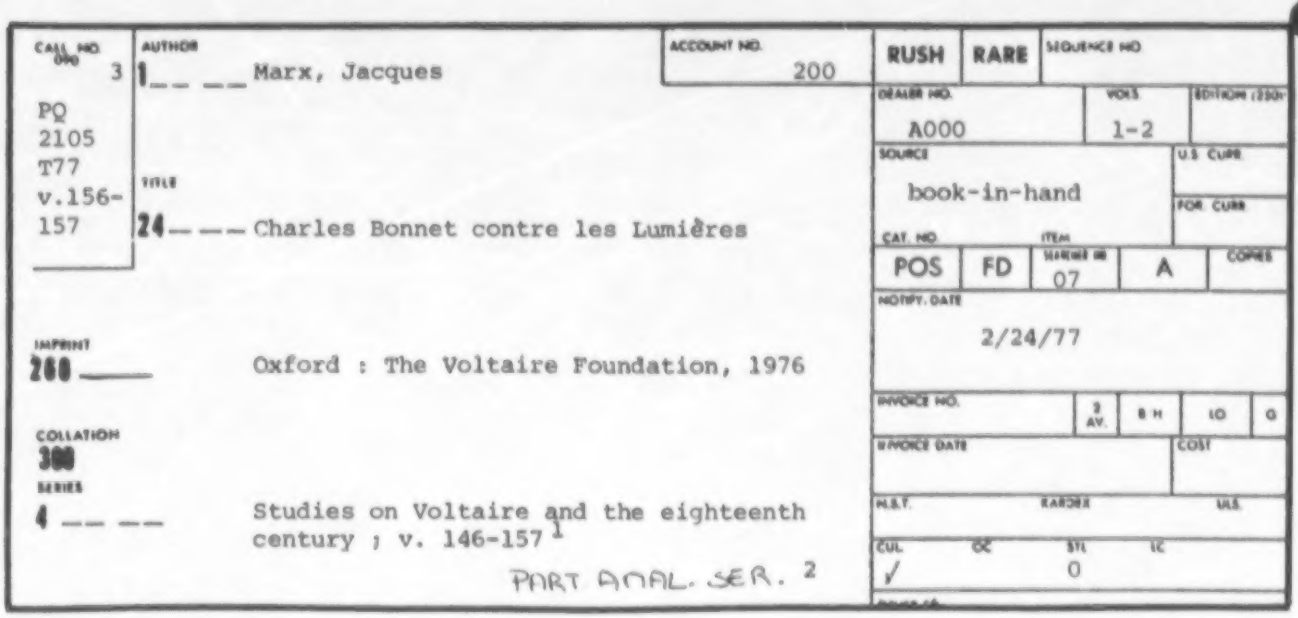
✓✓ NY : MacMillan, 1961
143 p.
Send flyer only to Circ.

Remove copy from the Circulation Manager's shelf when repl. arrives.

Partially Analyzed Serials

In the case of a partially analyzed serial one volume is treated as a separate monograph. A set of cards will be made for it and filed in CUL; this is to provide access to this item not only through the serial title, but also through the author and/or title of this individual work. It will have the same call number as the other volumes of the serial.

Partially analyzed serials are always searched by the Acquisitions Department as "book-in-hand" after they are checked in by the Serials Department. When you get it the call number of the volume is written on a white "added volume" flyer; the fund number is marked on the verso of the title page. First, go to the shelf list and copy the entry for the serial from the first card; you use this as the series note[1] when you type the Order Form. The rest of the searching is as for any monograph (CUL, STL, NUC). Type the Order Form with the main entry and title of the monograph; the serial title is the series note, following which write in red "Part. Anal. Ser."[2] In the upper left corner of the Form, type the call number and volume number.[3] If the book is part of a second series, note it in the "comments" space.



## PART XI

## EDITING ORDER FORMS FOR KEYPUNCH

Editing is the process of annotating the information on the Order Forms before they are keypunched into the automated acquisitions system. Each part of the order is allotted a specific number of spaces and must be shortened if it is too long to fit into the computer fields. The information on the order must also be kept intelligible so that the dealer sends the correct book. Editing is always done with a blue pencil.

### Author Main Entry

#### Personal author

The main entry on the Order Form is allotted forty spaces. For a personal author, thirty one spaces are allowed for the name, and nine spaces for the dates. If the dates do not fill the nine spaces the extra may be filled by the author's name.

If the author's name exceeds the allotted space, whole names and initials are used as necessary; the dates are always included.

Mozart, Johann Chrysostom ~~Wolfgang Amadeus~~
1756-1791

Maiden names, when offset in parentheses, are left in. There is no space before and after the parentheses.

Reilly, Linda (Stern)

Honorary titles (Sir, Baron, etc.); designations (ed., comp., etc.); descriptions (writer on science, lawyer, etc.) are deleted. "Mrs." is deleted from a woman's name except when its omission would result in her husband's name.

Robinson, ~~Sir~~ Richard Edward
Dawson, Mrs. Frank

Descriptive titles (Saint, Madre, etc.) are left in when the name alone would be insufficient to identify the person. These descriptive titles will be treated as a first name.

Gabriela Maria, Madre

#### Dates

When the author has approximate dates, "d.," "b.," "or," etc. are deleted. When "d." is deleted, a dash is added before the year. Century designations are left in if they fit in the nine spaces. Flourish dates are left in. Months and dates which occasionally appear with a year are deleted.

Barilier, Roger, b. 1901—
Pearce, David, fl. 1972

Corporate author

In corporate author main entries, all words which are on the list of standard abbreviations are abbreviated. No abbreviations may be used if they are not on the list. The end of the main entry is indicated with a vertical line if it exceeds the forty spaces. No line is used if the main entry is less than forty spaces.

American Library Association. Library
Research Division
National Science Foundation

"And" and "und," are deleted, and an ampersand (which has a space on each side) is substituted.

American Library Association. Division of
Cataloging & Classification.

Titles

Eighty spaces are allowed for a title. The end of the title is indicated with a "hackett" mark. A subtitle may be omitted if the editor feels that it is not needed for clarification of the order. Numerals are written out in the language of the title only if they are the first item in a title. Initial articles are crossed out in all languages.

Jimmy Carter : 2,000 articles in the Atlanta
Constitution...
La reine Berthe

Sometimes, explanatory material (e.g., "exhibit.cat.," "locate/offer") follows the title; this should be underlined and included in the eighty spaces allotted for the title.

Title Main Entry

In a title main entry, all words which appear on the abbreviations list are abbreviated. The editor or compiler is included if possible using "ed." and "comp."

Quantitative international politics : an
appraisal / ed. Francis Hoole
The library & the undergraduate / comp.
Nancy Smith

Author/Title Entries

In an author/title entry, standard abbreviations may be used in the title after the first fifteen spaces when necessary. The title is shortened when there is material to be included which lies beyond the eighty spaces, with the least important information eliminated first; omissions are indicated with elipses. See example on Page XI.3.

Casey, Francis Michael
Vietnam policy of President Johnson...
mic 76-23, 923

Imprint

Place of publication

The place of publication is allotted twenty spaces. State and country names are deleted when the city or publisher is well-known. The keypunchers will automatically abbreviate New York (N.Y.) and Washington, D.C. (Wash.,D.C.)

Englewood Cliffs, ~~New Jersey~~ : Prentice-Hall

Publisher

The publisher is allotted twenty-three spaces. Extraneous information such as "company," "publishing house," "verlag," "press," etc., is eliminated except in cases where the publisher would be incomplete or unintelligible without this information. If these designations are used, they may be abbreviated. All standard abbreviations are used for publishers, and any word which lends itself to abbreviation may be abbreviated.

New York : John Wiley ~~and Sons~~
New York : Simon ~~and~~ Schuster
Paris : Edi~~tions~~ du Seuil

When the publisher has three names, the third name is crossed off unless indicated by the reviser.

Harcourt Brace ~~Jovanovich~~

When the publisher is in several parts, as much as possible is included, with first priority given to the largest body, unless otherwise indicated by the reviser.

Dep~~artment of~~ Government, Cornell Un~~iversity~~
~~Center for the Study of Human Resources,~~
Univ~~ersity~~ of Texas

"University Press" is abbreviated as "U.P." except when the name of the university is not given.

Cambridge : Univ~~ersity~~ Press

Date

Four spaces are allotted for the date. When both a printing and a copyright date are given, the copyright date will be punched. There is no need for the editor to cross out hyphens or succeeding dates. If the exact date is unknown, hyphens are used or "n.d."

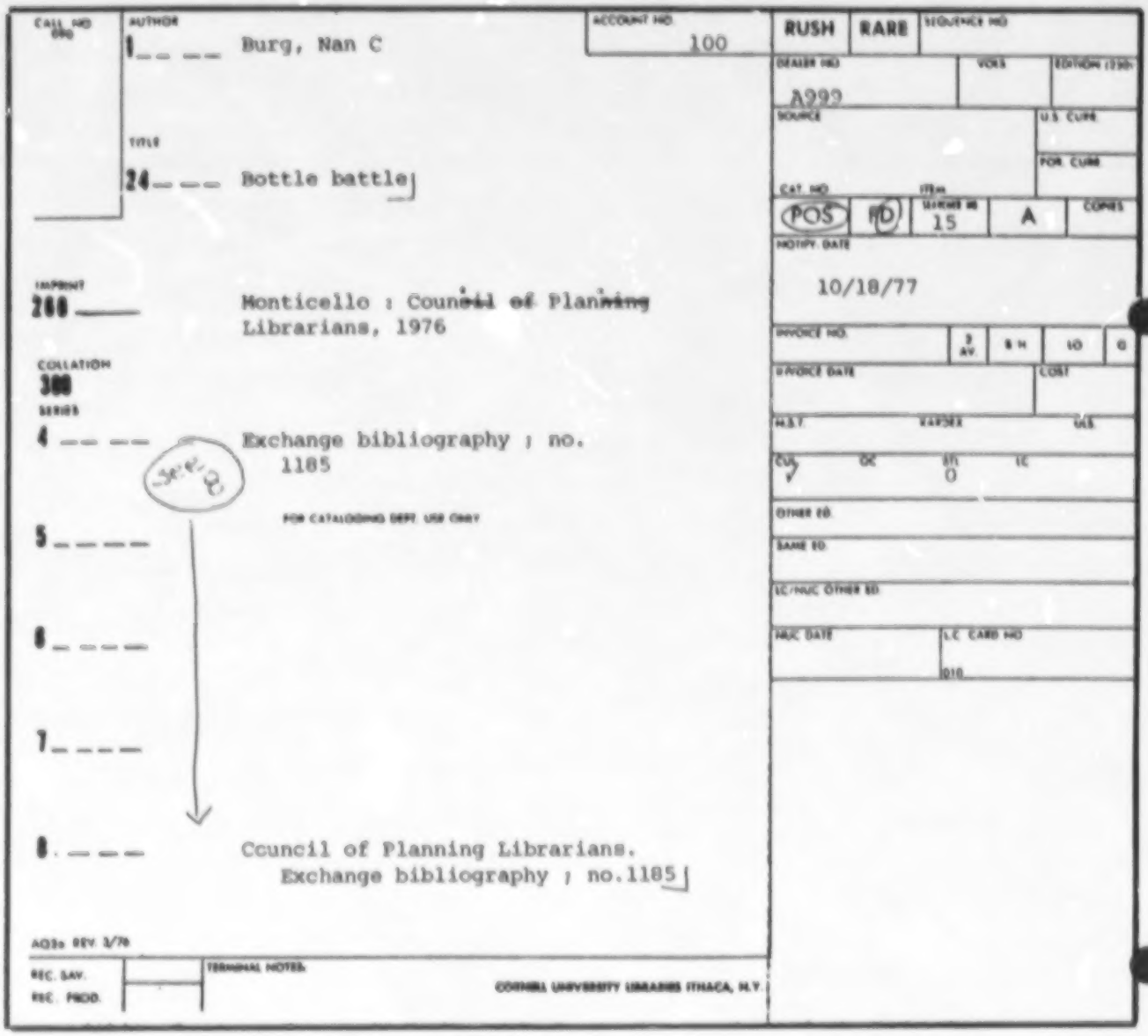
Hamden, Conn. : Archon, n.d.
Paris : Seuil, 19--

In the case of a dual imprint, the one which matches the dealer is used. This will generally be indicated by the reviser.

Series

The series note is allotted seventy-three spaces. The end of the series is indicated with a hackett mark. If there is a choice, the series is edited in the tracings rather than in the collation statement (on Library of Congress cards). On other Order Forms, when the series is in field 8, it is edited there, and an arrow made to the left of the series in field 4.

All standard abbreviations are used in series notes, and any words which lend themselves easily to abbreviations (e.g., publ. for publication, and ser. for series) are abbreviated. When two series are to be keypunched, they are separated by two slashes (in blue). POS is always circled when there is a series.



Circling

Catalog/item

Fourteen spaces are allowed for catalog/item; eight for the catalog, and six for the item. If this is to be keypunched, it will be circled by the reviser.

Edition/volume

Ten spaces are allowed for edition/volume; five for the edition, and five for the volume. If they are to be keypunched they should be circled separately. If the volume and edition exceed the ten spaces, the edition number goes after the title, within the eighty spaces.

It is important that the following forms be used for volume designations; v.2 only, or v.1-3. If "2" is used instead of "v.2 only" two physical volumes may be received. Likewise if "3" is used v.3 may be received instead of volumes one through three.

Examples of editions are: suppl., hard, rev., new, enl., latest, Eng., Fr., Xerox, mic., paper, etc. All edition designations must be in the English language.

For both catalog/item and edition/volume, when one part does not fill the allotted space, the other part may exceed its limit to fill the allotted space.

Area

The area, F (foreign) or D (domestic) is circled depending on the geographic location of the dealer, not the location of the publisher. It is important to have this recorded correctly as the computer uses this information to claim orders. If a "dummy dealer" number (A000, A001, A998, A999) is used (when the dealer is unknown, the book is a gift, etc.) the area is taken from the imprint as this information will not be used for claims. Dealer numbers can be looked up in the numerical vendor list.

Other

"A" (order regardless of other copies in CUL) will be circled only by the reviser or the requesting librarian. "A" will be punched only when circled in blue pencil.

2AV (added volumes) is circled only for "_v. & CONT." orders.

B/H (book in hand) is circled when a slip from a book is being edited.

LO (letter order) is circled by the reviser or by the secretary.

G (gift) is circled when a slip from a book is being edited, whether it is a gift or not.

POS (part of series) is always circled when there is a series note on Order Form.

## PART XII

## GLOSSARY

AQ-II. the four-part Order Form used by the Acquisitions Department.

AREA. a classification by size for books which are infrequently used. The call numbers range from arU to arZ.

BLANKET ORDER. an agreement with a dealer whereby everything (except various specified restrictions) from a certain publisher is sent.

CANCEL 01. a type of cancellation which cancels an order only from the status list. It is used mostly for changes in main entry.

CANCEL 02. a type of cancellation which cancels the order with the dealer (and from the status list).

CANCELS LIST. the list of cancellations made each week; it is cumulated monthly and quarterly.

CHECK RECORD. the blue card which exists for each multi-vol in CUL for which there is a continuation order. The check records are kept in a file in the Acquisitions Department; when a volume comes in on the order, the check record is annotated with the date of receipt, price, and volume number.

CATALOG CORRECTION CARD. a white card which is filled out when an error is found in the main card catalog; this may be a filing error, typing mistake, etc.

CIP. Cataloging in Publication Data; a reproduction of the Library of Congress catalog card for a book, found on the verso of its title page.

CK. Cyrillic Kardex; the kardex where Cyrillic alphabet series and [illegible]als received by CUL are entered.

CLAIM. a computer generated reminder to a dealer that a book which was ordered has not yet been received.

CL.SEP. (Series) Classified Separately; a series decision which indicates that each volume in the series is given a distinctive call number. There is a series added entry card filed in CUL for each volume.

CUL. Cornell University Libraries (Union Catalog); an acronym designating the main card catalog in Olin, or the holdings of the library system.

DEALER. an agent through whom books are purchased.

DEALER NUMBER. the number assigned to each dealer. The number appears with each order on the STL, and numbers can be looked up in the VENDOR.

DUMMY DEALER NUMBER. a dealer number used when the dealer is unknown or when the book is a gift. A dummy dealer number does not represent a real dealer.

EDIT. the process of annotating the information on the Order Form so that it will fit into computer fields and so that it will be clear to the dealer.

INP CARD. the computer card which stays in the book while it is "in process."

ISBN. International Standard Book Number; a nine or ten digit number used to identify a book. The digits are in groups separated by hyphens. The first group of digits indicates the language of the publication; the second group identifies the publisher; the third group is the specific number for that title; and the last digit is a "check number" for that book.

LOCATE/OFFER. a request placed with a dealer for a book which is out of print.

LOCATION FILE. a file in the Serials Department which shows where series and serials should go if they are not in CUL or in the Kardex. The file also shows discards.

MONOGRAPH. a publication which is complete in itself; i.e., it is not part of a multi-vol or an issue of a serial.

MSK. Monographic Series Kardex; the Kardex which has the entries for all series received on standing order. Each volume or number is checked in when received.

MULTI-VOL. a group of volumes, numbered or unnumbered, issued over a period of time, and having a projected end.

NAF. Name Authority File; the file which gives the correct form of entry for personal and corporate authors for which a question may arise. T[illegible] cards show from which possible forms cross references (x-refs) and "see also" references (xx-refs) have been made.

NPAC. National Program for Acquisitions and Cataloging; a cooperative program between the Library of Congress and major American research libraries to acquire and catalog publications from other countries.

NUC. National Union Catalog; a catalog in book form of works cataloged by the Library of Congress and other American libraries. Entries are arranged alphabetically by main entry.

OC. Old Catalog (sometimes called the Harris Catalog); the catalog which contains cards for those books cataloged before 1948 which have not been reclassified.

OOF. Outstanding Order File; the file where the Order Forms are filed after they have been keypunched; they are arranged alphabetically by title. When a book arrives, the Order Form is pulled and goes with the book to the Catalog Department

ORDER NUMBER. the seven digit number assigned to each computer order. The first number indicates the year of the order, the next two digits indicate the week within the year, and the final digits place the order alphabetically with the other orders for that week.

RECEIVING CARD. the computer card that is used to "pay" the invoice, and "put the book in process."

REVIEW SHELVES. the shelves in the Acquisitions Department for the departmental libraries and special collections where they may examine books being offered to them.

SAF. Series Authority File; the file which has a card for most series in CUL; each card gives the series decision for that series and indicates which libraries the decision is for.

SER.CL. Series Classed; a series decision which indicates that all volumes in the series are given the same call number. A unit series card is filed in CUL, and holdings are given in the shelf list.

SERIAL. a publication issued in successive parts, bearing numerical or chronological designations, intended to be continued indefinitely.

SERIES. A publication issued for the most part irregularly, each volume of which has a distinct main entry.

SL. Shelf List; the catalog where cards are filed in call number order instead of in alphabetical order by main entry.

SOMS. Standing Order Monographic Series; the list of monographic series received on standing order.

SNS. Series Not Started; a series decision which indicates that no series added entry cards for the series are found in CUL.

STANDING ORDER. an agreement with a dealer by which all volumes in a series or all volumes of a multi-vol are sent to CUL as they are published.

STL. Status List; a list (on microfiche) of the books on order, in process, and the books which have been cataloged within the past ten weeks. It is arranged alphabetically by main entry. Standard abbreviations are used for corporate and title main entries.

TAAB. a magazine for antiquarian booksellers in which libraries can advertise their out-of-print needs.

TUBFILE. the file where the computer cards (receiving and in-process cards) for each order are filed. They are arranged by order number.

U. Unrevised; a designation indicating that a book will go to the Catalog Department without being revised; in most cases, these are books ordered from Library of Congress catalog copy.

VENDOR. the list of book suppliers and the numbers assigned to them; one list is arranged numerically, the other is arranged alphabetically.